



VACANCY ANNOUNCEMENT (Tdh-035-2024)

Position	: Project Manager
Location	: Based in Hlaing Thar Yar Township, Yangon
Supervisor	: Child Protection Programme Manager
Direct Reports	: Deputy Project Manager
Field Ratio	: 50%
Office Ratio	: 50%

Terre des hommes (Tdh) is the leading Swiss organization for children’s aid. Since 1960, Tdh has helped build a better future for deprived children and their communities, making an impact with innovative and sustainable solutions. Active in almost 40 countries, Tdh works with local and international partners to develop and implement field projects which improve the daily lives of over four million children and members of their communities, in the domains of health, protection, and humanitarian aid.

For more detailed information, please visit our website at:

<https://www.tdh.ch/en/our-interventions/myanmar>

Overview:

Under the direct supervision of the Child Protection Programme Manager, he/she is responsible for leading and managing the CSO strengthening project titled “accelerating the growth of community-owned initiatives to meet the essential needs of vulnerable residents” in Hlaing Thar Yar township, Yangon.

MAIN RESPONSIBILITIES:

1. Project Implementation and Project cycle management

- Manage and lead the project and strategic liaison with donor, consortium partners, CSOs and other key stakeholders.
- Ensure the development and application of common standards, tools and practices for planning, implementation, monitoring, learning and reporting.
- Ensure the effective planning and implementation of activities including assessments, studies, capacity building initiatives, setting up and running of data management, evidence and knowledge management, and dissemination activities.
- Work with programme manager, MEAL manager and other team members to establish effective monitoring systems and which are in relation to project activities, budget allocations and financial expenditure.
- Develops annual work plan and monitoring and evaluation plan to ensure the quality project deliveries in line with strategic plans of CSO strengthening project.
- Ensure the quality delivery of project implementation and achieving expected outputs & outcomes.
- Leads and develops training guidelines/curriculum, tools, manuals and IEC materials in coordination with consortium partners, regional child protection advisor, programme managers and team members.
- Organizes and facilitate capacity development training to ensure the proper understanding of manuals, procedures, and tools and the strengthening the technical competencies of programme team.
- Technical and overall support to project staff for capacity development in areas of child survival and development (child protection, maternal and child health, nutrition and WASH)

- Ensure CSOs improved their capacity and performance and utilize the small grants effectively and efficiently.
- Coordinate and collaborate with other Child protection, Health, WASH and Nutrition teams, and to help support each other as necessary.
- Establish and maintain responsive community's compliant & feedback mechanisms (CFRM) with the support of MEAL manager.
- Participates in defining and ensuring the implementation of the 2021-2024 Myanmar country strategic plan for his/her field of expertise.
- Contributes to the development and implementation of innovations in his/her specialty and contributes closely to their dissemination to teams and other colleagues.
- Any other tasks assigned by responsible line manager/supervisor.

2. Developing, Implementing and Evaluating Trainings

- Develops training curriculum, agenda and tools for respective and thematic areas/topics in coordination with consortium partners, programme managers and team members.
- Coordinates with training agencies/ organization (as required) and assess the gaps/areas that project staff need to improve their capacity.
- Organized and facilitate the capacity development training especially for field staff and volunteers and prepare training report, including evaluation of the training.
- Prepares and/or develop IEC materials as necessary adapting to suit the local context.

3. Finance Management

- Prepares monthly financial plan according to planned programme activities.
- Assists in drawing up monthly estimates for project expenditure with Programme Manager
- Assists to examine budget vs actual reports on a monthly basis in order to monitor expenses in good time and guide future spending and allocations in field of activity.
- Ensures effective budget management and administration of project finance.

4. Communication, Coordination and Supporting as Liaison

- To excellent communication with strong interpersonal skills and able to deal with consortium partners, key stakeholders, local CSOs and communities.
- To maintain good relationship with local key actors including volunteers, CSOs, INGOs/NGOs/CBOs in project area
- To work closely with Finance and Logistic Department for smooth processing of project implementing activities
- To support the line manager to effectively liaise all monitoring visit by senior staffs or donors

5. Reporting

- Prepares and submitting reports for monthly activities, training, assessments, surveys, field trip to line manager.
- Assist line manager in preparing the donor reports.

6. Values

- In his/her professional activities, adhere to the values of Tdh: commitment, ambition, respect and courage.

7. **Child Safeguarding Policy and Operational Risk Management**

- Comply with Tdh-L's Safeguarding Policies (Child Safeguarding, PSEA and Staff Misconduct)
- Comply with Tdh-L's Safety and Security Policy and Anti-Fraud and Corruption Policy
- Report any breach in policies during his/her professional activities
- Undertake to ensure that these policies are implemented as successfully as possible in the organization and in the areas for which he/she is responsible.

8. **Others**

- Undertakes such additional tasks as may be required, especially when urgent action is required to respond to emergencies or to requests from delegation level, regional or HQ level or donors.
- Respects and implement this job description which may be amended by consent of Country Representative in order to reflect and correspond to future changes and developments in the Tdh-L country programme.

Qualifications and Experience:

- At least 5 years of management experience in INGOs/NGOs
- Management experience implementing capacity building programmes in complex settings
- Management experience in one or more of the following programmes: child protection, health/WASH/nutrition, partnerships, institutional capacity building or organizational development
- Experience of, and commitment to, working through partners and contributing to partnership strategies at large
- Experiences of capacity building and strengthening CSOs
- Sound knowledge of social protection, primary health care especially maternal, child health, WASH & nutrition
- Sound knowledge of data management, data verification/validation, data analysis and data presentation
- Proven capacity to supervise, and coach staff and partners on both technical and programme management skills.
- Proven ability to represent the organisation to donors and other stakeholders.
- Experiences of working in humanitarian crisis setting and/or peri-urban areas
- Strong communication and analytical skills
- Proficiency in both English and Burmese
- Competent in Microsoft Word, Excel, and Power Point
- Ability and flexibility to travel short visits to other project areas as necessary.

Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender.

How to Apply and Submission of Expression of Interest: Please send: (1) a cover letter indicating your motivation **AND** salary expectation: (2) a current resume (CV) with contact information of **three** professional references (your two former work supervisors and one of HR Manager) to Human Resources Department through <https://ee-eu.kobotoolbox.org/single/rjFmLNTN> no later than **by 5:00 pm on Friday July 5, 2024**. Only shortlisted candidates will be contacted.