

Vacancy Announcement

Position Title	Project Manager
Project	ECW – CORE - strengthening access to safe, inclusive, and gender equitable education, improving quality of learning outcomes, and enhancing crisis readiness and responsive education project in Sagaing Region
No. of Position	1 position
Duty Station	Monywa, Sagaing Region
Type of Contract	Fixed-term Contract
Duration	12 months (including a 3-month probation period), with the possibility of extension.
Starting Date	As soon as possible
Reporting to	Program Director

Overall Purpose of the Position

The Project Manager (PM) will be responsible for the overall planning, implementation, management, monitoring, and reporting of the " strengthening access to safe, inclusive, and gender equitable education, improving quality of learning outcomes, and enhancing crisis readiness and responsive education project in Sagaing Region. The position ensures that project activities are executed effectively, on time, within budget, and in strict compliance with donor guidelines and organizational policies. The PM provides strategic leadership to the project team and maintains high-level coordination with key stakeholders.

Key Responsibilities

1. Project Planning and Implementation

- Develop comprehensive, detailed implementation plans (DIP), procurement plans, and monthly/quarterly work plans.
- Provide strategic direction and oversight to ensure project activities meet designated targets and indicators.
- Ensure timely execution of educational interventions, including material distribution, capacity building, and volunteer teacher management.
- Manage project risks, identify bottlenecks in implementation, and proactively develop mitigation strategies.

2. Financial Management and Compliance

- Oversee the project budget, track expenditures against the budget lines, and ensure efficient expense rates.

- Review and approve financial requests, procurement documents, and activity budgets in accordance with donor and organizational policies.
- Collaborate closely with the Finance team to conduct monthly budget-versus-actual (BVA) reviews and financial forecasting.
- Ensure all operational and financial procedures adhere strictly to anti-corruption, compliance, and guidelines.

3. Team Leadership and Management

- Line-manage and provide technical guidance to the project team, including the Project Coordinator, M&E Officer, Education Officers, Township Monitors and support functions.
- Conduct periodic performance evaluations, mentor staff, and identify capacity-building needs within the team.
- Foster a collaborative, supportive, and highly accountable working environment for both core staff and volunteer networks.
- Ensure team tasks are properly delegated and aligned with individual job functions and project schedules.

4. Monitoring, Evaluation, and Quality Assurance

- Work in coordination with the M&E team to ensure robust data collection systems, regular monitoring visits, and quality assurance are in place.
- Review analyzed M&E data, verification reports, and baseline/end line assessments to inform evidence-based project adjustments.
- Responsible for supervision on follow up activities such as the timely distribution of sufficient number of learning materials, forms and other materials for the collection and compilation of data received.
- Undertake field verification visits to assess implementation quality, safety, and community satisfaction.

5. Reporting and Documentation

- Lead the drafting, finalization, and timely submission of monthly, quarterly, and final narrative reports.
- The submission of monthly reports to the program director and chairman based on the analysis of the reports submitted by the coordinators.
- Ensure all critical project achievements, case studies, success stories, and lessons learned are thoroughly documented and verified.

6. Coordination, Representation, and Networking

- Serve as a good means of communication for coordination, local authorities, and education networks.
- Represent the organization in sub-national education clusters, coordination meetings, and stakeholder forums.

- Build and maintain strong working relationships with community leaders, school committees, and project beneficiaries to ensure community ownership.

7. Safeguarding and Accountability

- Ensure all field staff and volunteer networks fully understand and strictly comply with Child Safeguarding, PSEA, and humanitarian accountability principles.
- Ensure all project activities adhere to the organization's Child Safeguarding Policy and DO No Harm principles.
- Establish and monitor functional beneficiary feedback and accountability mechanisms within the target communities.
- Ensure absolute confidentiality of sensitive project data, personnel records, and stakeholder information.
- Ensure all field-level source documents, including training data, distribution logs, and official letters, are systematically organized and filed.
- Actively identify and document project successes, field challenges, lessons learned, and case studies.

Qualifications and Experience:

- Master's degree or Bachelor's degree in Social Work, Psychology, Sociology, Community Development, Child Development, Human Rights, or related field.
- Minimum of 3 – 5 years of management experience in education field or a similar field.
- Experience in facilitation and training for volunteer teachers trainings and community awareness sessions.
- Strong interpersonal and communication skills.
- Ability to work independently and in a team, under pressure and tight deadlines.
- Fluent in English both written and verbal.
- Proficient in Microsoft Office and relevant software

Core Competencies

- Strong planning, organizational, and time-management skills.
- High attention to detail, accuracy, and confidentiality.
- Strong problem-solving, analytical, and decision-making abilities.
- Good communication, coordination, and relationship-building skills.
- Self-motivated, flexible, innovative, and quick to learn.
- Strong teamwork and collaboration skills.

We are committed to equal employment opportunities and welcome applications from all qualified candidates, regardless of race, ethnicity, religion, disability, age, gender identity, sexual orientation, marital status, or other protected characteristics. Women are particularly encouraged to apply.

How to Apply

Interested applicants are invited to submit an application letter, an updated CV with complete contact details, copies of relevant certificates, and contact details of two professional referees. Please indicate the position title in the subject line of your email and send your application to announcementpost@gmail.com.

Deadline for Application :

Only short – listed candidates will be invited for interview. We are not obliged to return received applications.