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<b>Job Opportunity:</b>	<b>Program Manager ZOA Myanmar</b>
<b>Location:</b>	Yangon/ Mandalay
<b>Starting Date:</b>	July 1, 2025
<b>Application Deadline:</b>	June 2, 2025
<b>Contract Duration:</b>	6 months (with possible extension)
<b>Working Hours:</b>	40–48 hours per week

### About ZOA

ZOA is an international NGO that supports people who have lost everything due to conflict or natural disasters. Registered in Myanmar, ZOA focuses on relief and early recovery, implementing humanitarian aid projects to meet the needs of displaced people and host communities. Headquartered in the Netherlands, ZOA operates in multiple countries across Africa, South America, the Middle East, and Asia, with a global team of around 900 staff and local partners. We are currently seeking a committed and experienced Program Manager.

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### Role Overview

As Program Manager, you will be responsible for the overall management of ZOA's operations in the program area. This includes strategic leadership, program development, financial oversight, human resource management, and external representation.

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### Key Responsibilities

#### Leadership & Strategy

- Lead all ZOA activities in the program area.
- Manage and support a diverse team, ensuring staff well-being.
- Contribute to national program development and strategic planning.
- Represent the program area in the Country Management Team.
- Foster strategic partnerships and ensure gender- and conflict-sensitive approaches.

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### Program Management

- Develop and annually review the area program plan based on context analysis.
- Lead proposal development and donor engagement.
- Oversee project implementation, monitoring, and reporting.
- Ensure compliance with donor requirements and ZOA standards.
- Support localization by strengthening local partner capacity.

### Finance, HR & Administration

- Act as budget owner for area projects.
- Approve expenditures and manage cost allocations.
- Supervise and evaluate program staff.
- Ensure adherence to financial, HR, and security policies.

### Security

- Design and maintain an effective security management system in line with ZOA's policies.

### Networking & Representation

- Maintain and expand networks with INGOs, clusters, and donors.
- Represent ZOA in relevant coordination forums.

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### Candidate Profile

#### Qualifications & Experience

- Bachelor's degree (with 8+ years of relevant experience) or Master's degree (with 5+ years).
- At least 5 years of field experience in development or humanitarian settings.
- Proven leadership in managing teams, budgets, and multi-sectoral programs.
- Experience in cash programming and value chain development.
- Strong understanding of localization and project cycle management.
- Excellent English communication skills (spoken and written).

### Skills & Competencies

- Strategic thinker with strong analytical and planning skills.
- Effective team leader and communicator.
- Skilled in proposal writing and donor reporting.
- Culturally sensitive and adaptable to challenging environments.

### Personal Attributes

- Flexible, resilient, and able to work under pressure.
  - Committed to ZOA's mission, vision, and values.
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### How to Apply

If you are interested in this opportunity, please send your CV (max. 5 pages) and a cover letter to [recruitment.cdn@zoa.ngo](mailto:recruitment.cdn@zoa.ngo) by June 2, 2025 at 17:00 pm. Please clearly mention “Program Manager NW” in the subject line.

Include at least three references from your recent employment (not older than five years).

Only shortlisted candidates will be contacted. As part of our recruitment process, ZOA conducts background and reference checks, including a “Statement of Conduct” from previous employers in line with the Inter-Agency Misconduct Disclosure Scheme.

ZOA is an equal opportunity employer. We welcome applications from qualified individuals regardless of gender, nationality, background, or disability.

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