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| <b>Name position:</b>     | <b>Project Manager</b>  |
| <b>Reports to:</b>        | <b>Program Managers</b>   |
| <b>Duty station:</b>      | <b>Yangon (50% travel and partner organizations)</b>                                    |
| <b>Date:</b>              | <b>24/6/2024</b>  |
| <b>Contract duration:</b> | <b>1 July – 30 November 2024</b><br><b>(renewable based on funding and performance)</b> |
| <b>Position start:</b>    | <b>ASAP</b>   |

**(Interviews will be held on a rolling basis the position may be filled before the deadline)**

### **Purpose of the position**

The Project Manager plays an important role in the multi-sectors (multi-purpose cash assistance, protection) and multi-donor emergency response implemented by ZOA and addresses the needs of newly displaced persons.

### **Responsibilities and Main Activities**

- Manage and support a team to achieve the outcome of the project, in compliance with project specifications, allocated budgets, quality standards, and timeframes - this includes the development of work plans and reporting.
- Conduct site needs assessments and determine appropriate MPC responses.
- Plan and oversee project activities together with partner organizations.
- Monitor and evaluate activities and budget.
- Analyze and interpret activity results, identify negative and positive impacts, challenges, and lessons learned; and where appropriate take corrective action.
- Collect evidence of activity implementation, and document project progress, challenges, and risks in ZOA Manager (full training will be given).
- Act as technical advisor to partners through training and monitoring.
- Support the development of concept notes and proposals.

### **Required qualifications:**

- Myanmar National
- Master/Bachelor's degree or another relevant subject
- 5 years of experience working in the related area, especially in the Cash Assistance Program
- Experience working in INGO
- Ability to work in a team proactively and with initiative
- Good interpersonal and communication skills
- Flexible, reliable and trustworthy
- Good working knowledge of English (verbal and written).
- Good working knowledge of Microsoft Office software
- Preference to have typing skill in the Myanmar Language. (Pyidaungsu Font)

Please send CV and cover letter in English, and two references by email to [recruitment.cdn@zoa.ngo](mailto:recruitment.cdn@zoa.ngo) (please include the reference in the subject line)

The closing date for applications is 5 July 2024 at 05:00 pm. Only short-listed candidates will be contacted. Interviews will be held on a rolling basis.