Vacancy Announcement

Welthungerhilfe is one of the largest private aid organizations in Germany; it is politically independent and non-denominational. Welthungerhilfe (WHH) is dedicated to fighting for a world without hunger. Since it was founded on December 14, 1962, 12,128 overseas projects in about 72 countries have been supported with 5.07 billion euros.

Welthungerhilfe follows the principle of empowering people to help themselves to sustainably improve their living conditions, offering everything from fast disaster relief to reconstruction and long-term development cooperation projects with national and international partner organizations. In close collaboration with local partners, we enable people to break out of hunger and poverty sustainably, with measurable impact, and with integrity and accountability.

WHH pursues a dual mandate to ensure our actions meet the needs of our target groups: providing programs for short-term disaster relief as well as long-term development. To achieve sustainable food and nutrition security among the most vulnerable, these programs link our key focus areas interrelated with hunger – agriculture and environment; water, sanitation and hygiene (WASH); economic development; humanitarian assistance; climate change; and civil society and advocacy. Innovation helps to scale the impact.

We are currently looking for a Head of Project for the Myanmar Country Programme. The position will be based in Hinthada and requires frequent travel to project locations.

Job Description: Head of Project (SG 07)

I. Job Details

Department: Programmes

Country / Location: Hinthada (frequent field visits required)

FundsPro Cost Allocation: MMR 1204 [e.g. 000017.2.1.]

Job Name: Head of Project (m/f/d)

Title of Job Holder: Head of Project

Salary Group: SG 07

Immediate Superior (in disciplinary matters): Head of Programmes

Subordinate Position(s): Project Staff

Representation: To be decided on relevant occasions

Is represented by: To be decided in case of absence

Contract Period: Oct 2026 to Apr 2027

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The objectives are to manage and implement programmes and projects on the basis of specified directives in terms of content, schedule and budget. The project is carried out in accordance with Welthungerhilfe standards and the directives/provisions of the co-financer.

The Head of Project (HoP) is responsible for the operative implementation of the project(s) and the appropriate use of funds. He/she is responsible for coordination, planning and implementation, correctly and duly reporting to Welthungerhilfe's regional office.

The Head of Project will lead the implementation of an agriculture flood recovery and resilience project in Laymyatnar Township, Ayeyarwady Region. The project supports 2,000 vulnerable flood-affected farming households to restore agricultural production and household livelihoods through agricultural inputs, one-time unconditional cash assistance and practical training, while engaging 500 vulnerable flood-affected participants in cash-for-work activities to rehabilitate priority community productive infrastructure supporting agricultural production, water management, and access to farms and markets.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

Development and Management of the project(s)

- Carries out the project according to the rules and standards of the donor and Welthungerhilfe standards for the implementation of projects.
- Ensures that all project relevant support is in place (monitoring, logistics, finance administration, etc.)
- Is responsible for implementing the project in accordance with the approved workplan and budget, and proposes revisions where necessary.
- Establishes good working relationships and collaboration with donors and other stakeholders and collaboration in coordination with the Country Office
- Reports to the Head of Programs on the progress of the project(s) and all risks associated with the project work.

Leadership

- Manages staff according to WHH leadership principles, staff policies and WHH strategy
- Recruits staff
- Responsible for project office management (in case this is delegated to him/her)
- Ensures implementation of WHH policies and their adaptation to local conditions
- Is responsible for the establishment and adherence to the projects' security management system in accordance to the global security policy / guidelines of Welthungerhilfe

Representation, Collaboration and Networking

- Represents WHH in-country/ in project(s) region vis-à-vis selected relevant national and international stakeholders and partners in coordination with country office
- Expands WHH network with relevant stakeholders from civil society, government and academia within the context of projects in responsibility
- Marketing, public relations and local image management
- Accompanies visiting donors and WHH Head Office staff journalists/or appoints adequate representation

2.2 Duties without own area of responsibility

- Contributes to the country development and strategies, actively participates in strategic discussions and keeps herself/ himself informed of the overall organizational topics
- Actively participates in the Country Management forum and development and strategic planning
- Fulfilment of any other tasks which are assigned by the management and correspond in general with the character of this position

2.3 Specific Activities and duties of the position

To be filled in or described individually by the Country Director or immediate superior

For this Flooding Recovery Response, the Head of Project will in particular:

- Lead timely, quality and compliant implementation of the integrated flood-recovery response in Laymyatnar Township, ensuring close coordination between agricultural input support, cash assistance, technical training and cash-for-work activities.
- Oversee transparent targeting, registration and verification of 2,000 vulnerable flood-affected farming households and 500 cash-for-work participants, ensuring accountability to affected populations, safeguarding and prevention of duplication in participant records and assistance.
- Coordinate the timely procurement, quality assurance, storage and distribution of vegetable seeds, fertilizer and organic compost, working closely with agriculture technical, logistics, finance and MEAL colleagues and in line with donor requirements and WHH procedures.
- Oversee the delivery of one-time unconditional cash assistance to eligible farming households, ensuring appropriate controls, reconciliation, documentation, risk management and post-distribution monitoring.
- Ensure practical farmer training is technically sound and appropriately sequenced with input support, covering Good Agricultural Practices (GAP), Climate-Smart Agriculture (CSA), nutrition-sensitive agriculture, and integrated pest and nutrient management.
- Plan and supervise cash-for-work activities engaging 500 vulnerable flood-affected participants, including community consultation and prioritization of productive infrastructure, technical assessment, work planning, occupational safety, attendance and payment controls, and verification of completed works.
- Ensure rehabilitation works focus on priority community productive infrastructure that contributes to agricultural production, water management, and access to farms and markets, with appropriate technical quality and community ownership.
- Maintain effective operational coordination with stakeholders, including the donor, relevant local authorities, community representatives and other humanitarian and agriculture

actors, in coordination with the Country Office, to avoid gaps and duplication and support timely implementation.

- Ensure project monitoring captures outputs and results across agricultural recovery, cash assistance, training and infrastructure rehabilitation, and use monitoring, community feedback and field observations to adapt implementation where required.
- Maintain a strong field presence and regularly visit implementation sites to monitor delivery quality, resolve operational bottlenecks, support the project team and ensure that assistance reaches intended flood-affected households safely and on time.

Additional Specific Responsibilities

1. Holds full donor accountability for assigned project(s), including planning, implementation, reporting, audits, and adaptive management, in line with donor contracts and WHH rules. Prepares narrative & financial inputs; HoP signs project-level donor reports.

2. Acts as budget holder for projects; approves expenditure and CBAs up to the assigned threshold; leads budget revisions.

3. Leads large, complex projects (≥ USD 2M, 10–30+ staff, multi-sector and multi-location), ensuring quality, compliance, and synergies across project components.

4. Direct line management of project staff (workplans, appraisals, leave, day-to-day issues); recruitment panels; recommendations on hiring/discipline per HR policy. Supervises project team members, Deputy HoPs, and technical coordinators; provides regular feedback, performance management, and professional development support.

5. Leads donor reporting and audit processes; ensures timely submission of financial and narrative reports; addresses audit recommendations with time-bound actions.

6. Oversees partner management for the project, including due diligence, compliance monitoring, and capacity-building.

7. Ensures integration of MEL systems and the use of monitoring data for adaptive project management.

8. Ensures functioning feedback and complaint response mechanisms (FCRM) in project activities and champions safeguarding, PSEA, and AAP across all project components.

9. Ensures risk management and security compliance in project operations, coordinating closely with the Area Manager and Security Focal Point.

10. Promotes staff well-being and duty of care, including workload balance, mandatory leave, and psychosocial support after critical incidents.

11. Leads procurement planning against the approved budget; drafts specs/SoRs; acts as Commissioning OU; does not act as Contracting Authority.

12. Oversees asset and inventory control within the project (custodianship, reconciliations with Logistics); ensures accurate distribution documentation.

Relationship with Head of Programmes

• The HoPg leads area strategy, access/security, external relations, and oversight across projects; the HoP holds end-to-end accountability for the assigned project(s) within that area.

• Reports directly to the Head of Programs (or Country Director, if no AM is appointed) for line management, operational planning, and accountability.

• Works under the strategic and technical guidance of the Head of Programmes, ensuring project design and implementation are aligned with the country programme strategy, donor frameworks, and WHH global standards.

• Provides regular updates and analysis to both the Head of Programs (technical quality, operational progress, risks, local coordination) and the Country Director (operational progress, risks, strategic alignment, lessons learned).

• Ensures project MEL, safeguarding, and partner management approaches are consistent with the systems and standards established by the Head of Programmes.

• Coordinates with the Head of Programmes on donor liaison: the HoP manages day-to-day donor communication for assigned projects, while strategic donor engagement and portfolio development remain with the Head of Programmes and Country Director.

III. Job requirements

1. Knowledge/ Qualifications

1.1 Professional/ formal qualification

- Bachelor's degree in agriculture, agronomy, rural development, project management, or another relevant field. A Master's degree is an advantage.

1.2 Job-related professional experience

- Minimum of 5 years of relevant professional experience managing humanitarian, early-recovery or development projects.
- Demonstrated experience in agriculture and livelihoods programming is required, preferably including emergency or flood response.
- Experience managing cash-based assistance and/or cash-for-work, agricultural input distributions and community infrastructure rehabilitation
- Practical understanding of agricultural recovery approaches, including Good Agricultural Practices (GAP), Climate-Smart Agriculture (CSA), nutrition-sensitive agriculture, and integrated pest and nutrient management, is highly desirable.

1.3 Foreign language skills

- Strong communication skills in English (both written and spoken). Knowledge of additional local or international languages is an asset.

1.4. Miscellaneous

- Willingness and ability to maintain a strong field presence and travel regularly to project sites in Laymyatnar Township, including remote and potentially challenging locations.
- Ability to manage a time-sensitive emergency/early-recovery project, coordinate multiple workstreams and stakeholders, and make sound operational decisions under pressure.

2. Social skills

2.1 Social skills
Cooperates with others when goals are mainly the same

2.2 Capacity for teamwork
Ability to work in a team

2.3 Intercultural competence
Ability to manage multiple priorities under pressure.

3. Disciplinary Leadership of staff

Disciplinary leadership of staff in a project

4. Responsibility

Largely independent performance of task within a given task-related scope of action and decision-making; alternative courses of action are possible

Please send your application by email to:
📧 hr.mmr@welthungerhilfe.de

🗓 Application deadline: 30 October (Friday) COB

Please note that only shortlisted candidates will be contacted for an interview. Welthungerhilfe is an equal opportunity employer and encourages applications from qualified individuals, regardless of gender, ethnicity, or background.

Applications will be reviewed on a rolling basis, and interviews will be conducted accordingly.