CARE International is one of the world's largest independent development and humanitarian organizations dedicated to ending poverty and injustice. CARE’s vision is a world of hope, tolerance and social injustice, where poverty has been overcome and all people live in dignity and security. Since 1995, CARE International in Myanmar (CARE Myanmar) has worked in partnership with remote, rural, conflict-affected and urban communities, government and non-government actors to reach those affected by humanitarian crisis and living in extreme vulnerabilities through a non-religious and non-partisan approach.

Putting women and girls at the centre of our work, whilst equally focusing on engaging men and boys, CARE Myanmar’s 15-year Long-Term Programs focus on achieving lasting change for women and girls in urban areas; and women and girls in remote, rural and conflict-affected areas. CARE International Myanmar is currently working with around 200 staff currently operating from 8 field offices across Myanmar, supported by our main office in Yangon.

CARE International in Myanmar is looking for a suitable candidate for the following position:

**Senior Program Officer-Reporting (1) Position _ National**
Basic Salary + 13th Month Annual Bonus + 14th Month Salary + other Benefits

**Grade:** D  
**Duty station:** Yangon  
**Responsible to:** Director-Information, Documentation, Monitoring and Evaluation

**Purpose of the Role**
The Senior Program Officer - Reporting (SPO-R) is to ensure the technical quality and support the day to day implementation of CARE Myanmar’s donor/other reports and communication materials are of high quality and conform to donor and CARE guidelines and regulations.

This position may be required to travel to communities frequently and overnight stays may be required.

**MAIN RESPONSIBILITIES**

**PROGRAM REPORTING**
- Based on information from monthly progress reports, information sheet, draft donor reports and work with project staff to finalise these reports using the correct donor formats; including traveling to field sites as necessary;
- Assist in creating systems/procedures to improve the quality of reporting;
- Update and monitor reporting schedules, liaising with staff to ensure documents, stories and case studies are produced in a timely manner;
- Ensure CARE internal reports and project information are regularly updated
- Translate and edit documents in English and Myanmar
COMMUNICATION

- Produce human interest stories, news stories, videos, project information sheets, press releases, and promotional materials which articulate CARE Myanmar’s work on a program or project level, as needed;
- Support the development of communications and creative media products as directed by Director – Information, Documentation, Monitoring and Evaluation (D-IDME);
- Maintain libraries of communications and media materials in both digital and hard-copy formats;

CAPACITY STRENGTHENING

- Provide technical assistance and support to project staff, partner organizations in the development and socialisation of reporting tools and guidelines.

PARTNERSHIPS AND NETWORKING

- Co-ordinate activities that involve other project staff, ensuring that roles within the team are clear and that individuals know what is expected of them;
- Participate in relevant forums, workshops, government meetings, or other events as required; and
- Provide clear explanations of the Project and CARE’s work in Myanmar to partners, and other stakeholders to build positive working relationships.

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:

- To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures;
- Demonstrate an ongoing commitment to Gender Equality, Diversity, Child Protection and Protection from Sexual Harassment, Exploitation and Abuse; and
- Comply with CARE Myanmar’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:

- Minimum Bachelor degree in a relevant field; and/or minimum technical diploma in report writing and/or 3 years relevant work experience preferably with an International Non-Government Organisation (INGO);
- Proven ability to write donor and other reports and maintain records;
- Experience in communications and/or creative media is highly desirable;
- Good knowledge on monitoring and evaluation and how it relates to reporting is an added advantage;
- Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of detailed transactions;
- Demonstrated good leadership, interpersonal, training and facilitation skills, sound judgment, planning, decision making and problem solving;
• Demonstrated organisational and time management skills, working in a team and the ability to work under pressure and to organise and manage workload to meet deadlines;
• Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
• A willingness to learn about CARE, gender equality and women’s empowerment activities;
• Minimum good oral communication and writing in both Myanmar and English language, and
• Fully conversant in desktop-based programs, including word processing packages and power point.

To apply for this rewarding position please send a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria, along with a current C.V., and copies of any references or testimonials to the address below not later than **30th October 2019**. Only successful candidate will be contacted for interview.

Human Resources Department  
CARE International in Myanmar  
No. 3, Mya Sabai Street, Parami Yeikthar,  
Yankin Township, Yangon, Myanmar.  
Email: MMR.Recruitment1@careint.org

*CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.*

*CARE is committed to Child Protection and Protection from Sexual Exploitation and Abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.*

**Note:**  
➢ Application will not be successful if applied position is not mentioned correctly.  
➢ For internal candidates: Applicants should inform the respective line managers at the time of application.