CARE International in Myanmar

Date: 6th November 2019

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 justice, 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:

Project Assistant (1) Position _ National
Basic Salary + 13th Month Annual Bonus + 14th Month Salary + other Benefits

Grade: B
Duty station: Yangon
Supervisor: Technical Support Manager_Sexual Harassment

Purpose of the Role
The Project Assistant (PA) will provide support to a range of project activities including administrative tasks, field travel, and will assist in training, and project monitoring. The role will require frequent travel to remote peri-urban areas in Yangon.

The PA will contribute to support in implementation of sexual harassment prevention package and assist in monitoring of Sexual Harassment (SH) activities within the factories. The PA will also assist the supervisor in working with Labour Unions/ Civil Society Organization Private sector partners and Government stakeholders to strengthen their knowledge about the prevention of sexual harassment.

MAIN RESPONSIBILITIES
PROJECT PLANNING AND IMPLEMENTATION
- Assist the team to compile and procure materials for project activities such as trainings;
• Provide logistical planning support to the team for trainings and workshops;
• Accompany the team to the field to support the roll-out of project activities and contribute to support in activity report writing, record any materials or supplies distributed, prepare an attendance list and other project records;
• Assist in project related training activities and ensure that all supporting documents are prepared and recorded; and
• Assist the team to develop monthly work plans and to implement project activities as per the plan.

**MONITORING AND EVALUATION (M&E)**
• Participate in data collection for project evaluations, research, and case studies;
• Participate in quarterly, mid-term, and annual reflection workshops; and
• Assist in documenting project activities, processes, emerging models, and lessons learned.

**ADMINISTRATION AND OTHER DUTIES**
• Assist the team to prepare travel request, per diem requests, and other logistics in a timely manner and in-line with project budget with the guidance of supervisor/s;
• Ensure that CARE financial, administrative, and procurement procedures and policies are followed; and
• Participate in regular team meetings as required.

**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 high school graduate (grade 11) and/or minimum 1 year relevant work experience;
• Minimum 2 years administrative experience, preferably with an International Non-Government Organisation (INGO) or private company;
• Demonstrated community mobilisation, participatory techniques, planning, training and facilitation skills desirable;
• Commitment to community development, preferably a member of the community;
• Good communication skills in Myanmar and/or local language and basic knowledge of English is an advantage;
Ability to work within clearly defined routines and plans with minimal supervision;

Good interpersonal skills including, open mindedness, willingness to learn, team spirit, good attitude and personality;

Basic understanding of the term gender equality and child protection;

Demonstrated flexible approach and ability to work under pressure and to organize and manage workload to meet deadlines; and

Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality.

To apply for this rewarding position please send an application letter, along with a current C.V., and copies of any references or testimonials to the address below not later than 20th November 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.