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 implementing the Generating Rubber Opportunities (GRO) Myanmar project. GRO intends to develop a more resilient, competitive, environmentally sensitive and inclusive rubber economy in southeast Myanmar through engaging with the public and private market actors, policy makers, international and national think tanks and other relevant stakeholders. The project also focuses on Women’s Economic Empowerment and environmental sustainability.

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

**Senior Project Officer-Rubber Intervention (1) Position _ National**

Basic Salary + 13th Month Salary + 14th Month Salary + Other Benefits

**Grade:** D  
**Duty station:** Mawlamyine  
**Supervisor:** Manager – Rubber Intervention

**Purpose of the Role**

The Senior Project Officer – Rubber Intervention (SPO-RI), is responsible to ensure the implementation and quality of project activities targeting the improvement of access to information, markets and support services for smallholder rubber farmers and other rubber value chain actors. The SPO – RI will coordinate with public and private partners to facilitate different activities to develop the quality of Myanmar Rubber.

This position reports to and works under the direct supervision of the Manager- Rubber Intervention and cooperates with other technical officers to ensure that project deliverables are achieved within the agreed timeframe.

This position will take primary responsibility for engagement with relevant Government departments in Mon State to facilitate and coordinate the implementation of activities with rubber associations and private sector organisations.
Working with the GRO Gender and Women’s Economic Empowerment team, the SPO – RI will actively support and promote the integration of Women’s Economic Empowerment strategies and initiatives with key public and private sector project partners.

This position will require some travel in Mon State and to other locations in Myanmar.

**MAIN RESPONSIBILITIES**

1. **PROJECT PLANNING AND IMPLEMENTATION:**
   - Mobilise partners to strengthen their capacity in coordination, networking, management and understanding of the rubber market and how to maximise benefits from the sector;
   - Identify and implement innovative ideas to engage with the public and private sector actors with the objective of improving Myanmar rubber quality and access to markets;
   - In coordination with Gender and Women’s Economic Empowerment Team, identify opportunities to more effectively engage with and provide support to public and private sector partners to increase the inclusion of and meaningful engagement and representation of women in partnership initiatives and activities and in the rubber sector;
   - Supervise the implementation of specific interventions and activities as agreed to by the supervisor;
   - Support the supervisor in timely and accurate preparation of work plans, guidelines, concept notes and periodic progress reports;
   - Strengthen public sector partners to engage with various stakeholders in the private and public sector; and
   - Support respective technical organisations for technical extension services (private and public) to ensure the sharing of updated technical knowledge to small-holder rubber farmers.

2. **TRAINING AND COORDINATION:**
   - Facilitate and coordinate different activities with partner organisations (workshops, trainings, meetings etc.);
   - Conduct scoping visits and follow up exercises with communities, partners, and government stakeholders;
   - Provide ongoing mentoring and support to communities, partners and government stakeholders;
   - Maintain detailed records of beneficiary training and meeting attendance and associated costs (travel, accommodation, per diem);
   - Assist with training activities for partners and ensure that diversity and inclusiveness of participants is considered; and
   - Produce reports on each training or meeting, including training participants and their attendance, costs, training contents, training objectives.

3. **MONITORING RESULTS MEASUREMENT (MRM)**
   - Support the monitoring and evaluation activities as and when planned by the MRM team;
   - Support the supervisor to draft various reports as required;
   - Conduct project monitoring during field visits and ensure timely submission of field reports;
   - Participate in data collection for project evaluations, research and case studies;
   - Participate in quarterly, mid-term, and annual reflection workshops;
   - Liaise with and regularly debrief with partners and communities to ensure quality trainings and processes are implemented according to deliverables;
   - Document project activities, processes, emerging models and lessons learned; and
   - Assist in the preparation of donor and other organisational reports and presentations.
4. PARTNERSHIPS AND NETWORKING:
- Make regular visits to the project locations and activities to interact with the beneficiaries and building good relationship as and when required with market actors;
- Participate in relevant education forums, workshops, government meetings, or other events as required;
- Present the project and CARE’s work in Myanmar to partners, communities and other stakeholders to build positive working relationships; and
- Network and liaise with a diverse range of stakeholders.

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;
- As an Emergency Response Team (ERT) member, actively participate in the assigned role, related to a specific emergency response;
- 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 University degree in Business, Economics, Agriculture, Social Science or any other relevant field;
- Minimum 2 years’ relevant work experience in private and/or public sector organisations and/or demonstrated experience working for an NGO, INGO, Private Sector, or Government or own business is preferable;
- Minimum good oral communication and writing in both Myanmar and English language;
- Previous experience in a similar economic/market development, agricultural value chain development project is preferable;
- Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of detailed standard transactions including the management and acquittal of a cash advance;
- Demonstrated good interpersonal skills, team building and facilitation skills, sound judgment, planning 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 ability to develop and monitor intervention plans and budgets;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
- Demonstrated ability to contribute to group objectives and work effectively in a group setting;
- A willingness to learn about CARE, gender equality and women’s empowerment activities; and
- Intermediate (good) proficiency with of 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., with a minimum of two professional references, one of which must be from the most recent line manager and copies of
testimonials to the address below not later than 3rd February 2020. 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.