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:

**Senior Project Officer_WASH (1) Position _ National**

Basic Salary + 13th Month Annual Bonus + 14th Month Salary + other Benefits

**Grade:**  D  
**Duty station:**  Lashio  
**Supervisor:**  Coordinator_Field Office

**Purpose of the Role**

The Senior Project Officer (SPO) is responsible for the development, coordination and delivery of quality training and other field activities for fostering tangible results in food security; income and health improvements; small scale infrastructure improvements; improving community cohesion; supporting protections on gender based violence; land security; and building capacities of community groups and local institutions, and increasing capacities of poor and vulnerable households in remote rural areas to strengthen their food and water security through income-generating activities, access to technological agricultural innovations and products, and better access to market opportunities. The SPO will ensure the technical quality and support the day to day implementation of CARE’s WASH project as outlined in the approved project documents. This position will contribute to CARE’s gender-based violence prevention in Lashio area.

The SPO has one direct report and is expected to organise staff and resources towards achieving objectives effectively and efficiently.
This position may be required to travel to communities frequently and overnight stays may be required.

**MAIN RESPONSIBILITIES**

**PROJECT PLANNING AND IMPLEMENTATION**

- Apply technical skills and expertise in WASH to support the successful development and implementation of project initiatives;
- Facilitate relationships with local government partners and civil society organisations to assist in the implementation of community development plans;
- Engage with key stakeholders (e.g. line departments at state, district and township levels) to facilitate cooperation, planning, implementation, and evaluation of project activities; and
- Oversee the delivery of trainings, equipment and other education activities.

**TRAINING AND COORDINATION**

- Facilitate, build on, and strengthen current activities in the project;
- Develop, refine, and/or compile training materials for communities;
- Plan and conduct Training of Trainers (ToT) with Project Officers and/or communities as required;
- Assist in the development of strategies for the involvement of external trainers when required;
- Provide ongoing mentoring and support to communities, partners and government stakeholders;
- Ensure detailed records of beneficiary training and meeting attendance and associated costs (travel, accommodation, per diem) are accurate and documented;
- Ensure the team conduct WASH training activities for partners and 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.

**MONITORING AND EVALUATION (M&E)**

- Conduct project monitoring during field visits and ensure timely submission of reports including project progress reports, Activity Tracking System (ATS) reports and success stories to the Coordinator – Field Office;
- 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; and
- Document project activities, processes, emerging models and lessons learned.

**PARTNERSHIPS AND NETWORKING**

- Ensure the team develops and maintains effective relationships with line departments at state, district and township levels;
- Co-ordinate team activities to ensure that roles within the team are clear and understood;
- Liaise with relevant stakeholders to inform and consult on training activities and project implementation;
- 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, communities and other stakeholders to build positive working relationships.

TEAM SUPERVISION
• Support a culture of constant learning by playing an active role in capacity building, coaching and mentoring the team; and
• Coordinate the team to ensure that performance indicators are developed, monitored and achieved.

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:
• To proactively manage 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’s Degree in either Community Development or other related fields and/or minimum technical diploma and/or 3 years relevant work experience in WASH activities preferably with an International Non-Government Organisation (INGO);
• Proven experience in managing development projects, including budget management;
• Demonstrated experience in the application of participatory methods to WASH;
• Proven skills and experience in facilitating training and capacity-building, including an understanding of adult learning principles and participatory methodologies;
• 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., 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 20\textsuperscript{th} 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.