JOB ANNOUNCEMENT
CARE International in Myanmar

Date: 6th February 2020

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 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:

**Manager_Finance and Contracts (1) Position _ National**
Basic Salary + 13th Month Annual Bonus + 14th Month Salary + other Benefits

**Grade:** E
**Duty station:** Mawlamyine
**Supervisor:** Coordinator_Field Office

**Purpose of the Role**
The Manager – Finance and Contracts (M-F&C) is responsible for the oversight of GRO phase II financial and contracts management, including all partnerships, grant management and reporting.

This position will report to the Project Director (PD-GRO) to ensure the compliance of the GRO II finance, contract and procurement management are all within CARE and the donor’s policies and procedures; while also ensuring flexibility within the scope of the project.
The M-F&C is responsible to monitor grant activities and expenditure against approved donor line items and amounts and develop budget modifications as needed. This position is to liaise and work with the CARE country office in the preparation of all financial reporting to the donor, educate and train relevant project and partner staff on GRO II/CARE donor rules and regulation and work closely with National Office and Grants team on internal and external financial year reviews, audits, asset management as required.

**MAIN RESPONSIBILITIES**

**COMPLIANCE**
- Ensure that financial management and operational requirements are being adhered to by project staff as per the Country Office Finance Manual (COFM) and that internal controls exist to reduce financial risk;
- Ensure the compliance of the GRO II grant, contracts and procurement are within CARE and donor’s policies and procedures including the COFM and Country Office Logistics and Admin Manual (COLAM);
- Provide consistent and constructive support to the project and partner staff to ensure compliance with policies and procedures;
- To respond to and follow up on audit findings and internal control issues; and take corrective action and ensure plans are developed and implemented;
- Promptly inform the Project Director of any areas of concern of either potential or suspected violations of policies and procedures, including suspected conflict of interest and fraud;
- Ensure the project team is up to date with all submission for the timely payment of liabilities and receipt of refunds;
- Ensure that partnerships and agreements are compliant to GROs market systems development approach; and
- Strategize with CARE Country office (CO) and GRO Management to bridge any gap in understanding, communication, and project implementation that could arise due the COFM structure and GRO project mandate and approach.

**BUDGETING / GRANT MANAGEMENT**
- Oversee the overall GRO II financial management of the grant, including all accounting, reporting and control activities;
- Monitor actual grants activities and expenditure against approved donor line items and obligated amount and develop budget modification as needed;
- Ensure budget and program changes are approved officially approved by Swiss Agency for Development Cooperation (SDC) and CARE CO before acted upon; and
- Prepare and update costed work plans and appropriately seek and file donor approvals and changes.

**PROJECT CONTRACT MANAGEMENT**
- Ensure all project contract documentation are filed in an orderly and functional manner;
- Draft moderately complex contract modifications and agreements as assigned by the project team ensuring there are clear outcomes and deliverables i.e time bound and/or deliverables;
• Ensure all relevant CARE, GRO and donor standards have been complied within the activity proposal review and contract approval process;
• Ensure comprehensive high quality compilation of contract deliverables and records are made that support payments;
• Prepare drafts guideline documents and facilitates training sessions in areas related to compliance of partner and sub-award monitoring and procurement;
• Provides support on review and, as needed, negotiation of grant, cooperative agreement, and contractual instruments;
• Provide support on maintaining and updating cooperative agreements and maintain contracts in the central files; and
• Provides support on reviewing and monitoring all contract awards processes including, pre and post award, and through the closeout periods to ensure compliance with award requirements.

REPORTING
• Liaise and work with the CO in the preparation of all-financial reporting to the donor; and
• Provide the monthly staff and overhead allocations for grant inclusion.

PARTNERSHIP AND NETWORKING
• Provide relevant training to project and partner staff especially on GRO II/CARE donor regulation and the specific contract conditions; and
• Work closely with CO grants team on all internal and external financial year reviews, audits, asset management and other requirements.

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’s degree in Accounting or Commerce/Economics or business or equivalent and/or a minimum 5 years relevant work experience in grant based international projects administration, negotiation, budgeting or related field, preferably for an International Non-Government Organisation (INGO);
• A Master’s degree in a related field would be looked upon favorably;
Specialized technical skills and experiences in finance and grant;
Work based training and experience in public procurement and/or contract management. Certification would be an advantage;
Demonstrated experience in following standard policies, procedures and processes including the management and acquittal of a cash advance;
Demonstrated intermediate level organisational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
Demonstrated good leadership, decision making, conflict resolution, analytical and influencing skills;
Minimum intermediate (very good) communication skills in English and excellent in Myanmar;
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;
Minimum intermediate (very good) communication skills in English and excellent in Myanmar; and
Minimum, intermediate (very good) understanding of desktop-based programs, including word processing packages, excel, power point and numeric skills.

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 20th 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.