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.

The Western States Agribusiness Project (WSAP) goal is to increase the food security and economic status of rural households in an environmentally sustainable manner in southern Chin state. Its objective is to increase the incomes of rural households through improved production technologies and market linkages in a climate resilient manner. Its scaling up objective is to create optimal models of land ownership and profitable farming systems that are adapted to climate change and strengthen the resilience of landless, ethnic groups and vulnerable households across the hilly/mountainous areas of Myanmar.

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

**Senior Manager – Project Coordination (1) Position _ National**

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

**Grade:** G  
**Duty station:** Mindat and Kan Pet Let  
**Supervisor:** Program Director – Rural Program

**Notes:** Due to the urgency of this recruitment, applications will be considered on a rolling basis and the position is subject to be filled during the advertisement period.

**Purpose of the Role**

The main purpose of this position is to ensure strong coordination with government departments and partners implementing the project, and management oversight of CARE’s project implementation in the Mindat and Kan Pet Let field offices under his/her supervision as per the donor requirements and CARE
International standards and procedures. S/he will oversee project teams to deliver high quality results, as well as coordinate with donor and government departments.

This position is required to travel and overnight stays in project sites (within Mindat and Kan Pet Let townships), and occasional travel to Nay Pi Taw and Yangon for meetings and coordination.

**MAIN RESPONSIBILITIES**

**STRATEGY AND LEADERSHIP:**
- Provide overall oversight and leadership of CARE’s implementation in the WSAP activities within the geographic coverage area. Function as main focal point for coordination with government departments, partners and other project stakeholders with various responsibility for implementation in the project area.
- Demonstrate a passion for gender equality, women’s empowerment and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity.

**PROJECT PLANNING AND IMPLEMENTATION**
- Provide oversight of and ensure effective and efficient implementation of the projects and activities according to the project proposal/design, and budget to ensure the project delivers high quality outcomes;
- Provide the Program Director with accurate and up-to-date advice on developments challenges and recommendations and regular report activities are discussed and share any necessary recommendations for better action;
- Lead coordination of planning, activity schedule, resource allocation, monitoring, documentation, review and evaluation of project activities;
- Develop annual work plans for respective field offices in order to implement project activities as per the plan;
- Lead coordination of logistics, procurement, finance, security, and human resources needs with other staff to enable effective support to project implementation;
- Maintain strong communication, coordination and information sharing with and between all CARE staff, government departments, partners and project stakeholders;
- Work with the team to manage risks and overcome or adapt to project management challenges and obstacles.

**BUDGET MANAGEMENT**
- Manage project budget in effective and efficient manner to support project outcomes;
- Responsible for the efficient and proper use of project funds in line with the approved budgets and in compliance with CARE’s finance manual and donor guidelines; and
- Monitor project expenditure through regular review of budget versus actual (BVAs), and contribute to costed work plans.

**MONITORING AND EVALUATION**
- Support that evidence is collected to ensure technically sound and appropriate project designs; and that project staff are supported and encouraged to continually reflect on the results of their projects, and are confident to suggest ways to improve the interventions;
- Regular monitoring and evaluation visits are conducted to project sites;
- Accountability measures are working in all project activities;
- Lead and/or participate in regular reflection, learning and reporting workshops with the project team as required; and
- Development of high quality reports, including donor reports by required due dates; and case studies that illustrate program progress.

**PARTNERSHIPS AND NETWORKING**
- Maintain effective relationships with partners and external stakeholders through sharing and updating project activities
- Participate in related forums, workshops, meetings, or other events as required; and
- Provide clear explanations of the project and CARE’s work in Myanmar to partners, government agencies and other relevant stakeholders; and

**TEAM MANAGEMENT**
- Oversee and manage the work of direct reports, including leading effective team work and responsibilities and responsible for regular team meetings and communications to the team;
- Responsible all direct reports have clear work plans and a strong understanding of their role and contribution to project goals and the deliverables; and
- Directly supervise team members including providing advice and guidance, managing performance, effective administration of leave, budget and other approvals.

**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;
- 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 Masters' degree in development studies or in related field and/ or minimum 6 year strong relevant work experience in related area especially in an International Non-Government Organisation (INGO) or similar organisation;
- Demonstrated experience in managing a portfolio of projects;
- Demonstrated flexible approach and ability to identify and resolve technical issues;
- Demonstrated high 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 strong leadership, decision making, problem solving, negotiation, planning, analytical and influencing skills;
- Fluent oral and written communication skills in both Myanmar and English;
- Demonstrated honesty, maintaining confidentiality, reliable and trustworthy;
Representational skills including developing networks and relationships with key stakeholders;

Proven ability in managing a budget;

Ability to apply gender, diversity and women’s empowerment principles to monitoring, evaluation, learning and accountability; and

Fully conversant in Microsoft Office with knowledge in Microsoft Word and Excel and excellent 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 6\textsuperscript{th} March 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.

\textbf{Note:}

\begin{itemize}
  \item Application will not be successful if applied position is not mentioned correctly.
  \item For internal candidates: Applicants should inform the respective line managers at the time of application.
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