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

**Manager Agriculture (1) Position _ National**  
Basic Salary + 13th Month Annual Bonus + 14th Month Salary + other Benefits

**Grade:** E  
**Duty station:** Loikaw  
**Supervisor:** CoordinatorFiled Office

**Purpose of the Role**

The Manager – Agriculture is responsible to lead and provide technical advice and substantive support to the field team and local implementing partners to implement climate resilient agricultural activities as outlined in the approved project documents.

This position is required to travel and overnight stays in project sites.

**MAIN RESPONSIBILITIES**

**LEADERSHIP**

- Responsible for the effective and efficient implementation of the climate resilient agricultural activities;
• Apply technical skills and expertise in climate resilient agriculture to support the successful
development and implementation of project initiatives; monitor the impact of activities and make suggestions for how technical aspects of the project could be improved;
• Provide training related to climate resilient agriculture; share knowledge and expertise openly and freely, provides appropriate guidance, coach and advise on technical issues;
• Develop and/or revise guidelines, implementation tools, training materials, IEC materials and other documentation relevant to assist field team and partners to effectively and consistently implement quality sector activities; and
• Develop and maintain effective relationships with concerned line departments at district and township levels.

PROJECT IMPLEMENTATION AND QUALITY ASSURANCE
• Responsible for continuous support to the field team and project partners in implementation of the climate resilient agricultural activities in accordance with the project proposal/design, and budget to ensure the project delivers high quality outcomes;
• Provide support during donor and/or senior management visits as well as consultant/technical support visits to the field site as required; and
• Work with the Project Team to manage risks and overcome or adapt to project management challenges and obstacles.

BUDGETING/GRANT MANAGEMENT
• In accordance with the approved budget, assist the Field Office Coordinator to prepare costed workplan and monthly cash projection; and
• Monitor project expenditure through monthly review of budget versus actual (BVAs).

MONITORING, EVALUATION AND LEARNING
• Ensure that relevant information is gathered by project team members and is analysed in a participatory manner with relevant stakeholders;
• Ensure regular monitoring and evaluation visits are conducted to project sites and accountability measures are in place;
• Participate in regular reflection, learning and reporting workshops with the team as required;
• Provide inputs into and development of high quality reports and case studies that illustrate project progress;
• Support effective knowledge management through contributing to key technical documents and reports, sharing good practices, lessons learned, and knowledge and or information exchange; and
• Monitor, review and coordinate timely reports from and to partners and ensure that they comply with CARE and donor guideline.

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 of Bachelor’s degree in agriculture or minimum 5-years relevant work experience in any equivalent field of study of relevance to climate resilience agriculture activities;
- Demonstrated understanding of gender equality and women’s empowerment, and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity;
- 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, planning, analytical and influencing skills;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
- Representational skills including developing networks and relationships with key stakeholders;
- 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 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 **6th April 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.