CARE has worked in Myanmar since 1995 with the mission to improve the lives of people through the empowerment of women and their communities. This is achieved through CARE’s two programs for women and girls: Urban and Remote, rural and conflict-affected.

CARE works with partners at different levels to address underlying causes of poverty and to achieve lasting results. CARE’s activities in Myanmar focus on Gender based violence; Food and livelihood security; Disaster Risk Reduction; Maternal and sexual reproductive health; Policy and law reform in related areas. CARE provides emergency and humanitarian response in times of crisis.

CARE has 200 staff and offices in Rakhine, Chin, Northern Shan, Kayah, Mandalay, Mon, Kayin, Tanintharyi, Hlaing Tharyar and Yangon. CARE has MOUs with Ministry of Rural Development, Ministry of Social Welfare, Relief and Resettlement, Ministry of Labour, Immigration and Population and Ministry of Health.

**Assistant Country Director – Programs (1) Position**

**Country Office:** CARE International in Myanmar

**Location:** Yangon, Myanmar

**Position reports to:** Country Director

**Position Type:** Fixed Term

**About the Role**

Under the direction of the Country Director (CD) and as part of the Country Office Senior Management Team (SMT), the ACD-P plays a key role in advancing the strategic direction of the Country Office (CO). The ACD-P oversees both programmes and all projects and is responsible for management of processes to support high quality development and implementation. The ACD-P leads senior managers ensuring best practice in both people and program management. In collaboration with the Country Director, the ACD-P performs representational and fundraising duties and ensures that the vision, mission and core values of CARE International are promoted.

**Key Responsibilities**

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:

- To proactively manage in the Annual Planning and Performance Appraisal (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.

**Strategic Direction Setting**
In conjunction with the CD, the ACD-P:
- Ensures that all program development and implementation is consistent with long-term program goals and the CARE International 2020 Program Strategy and Humanitarian Strategy and CARE Australia standards.
- Participate in the development of cohesive, focused and effective projects and activities that advance the agreed long-term program goals through annual planning processes.
- Ensure that the priorities of CARE Australia and CI Members are reflected in program strategies and project designs. The ACD-P should also be familiar with the development priorities of the Government of Myanmar (GoM), and seek to align the GoM priorities and CARE strategies.
- Liaise and develop networks with government, non-government, partners and donors promoting an understanding of CI’s work and to ensure the CO is informed of key trends and best practice.

**Fund Raising and Representation**
In coordination with the Country Director:
- Coordinate the gathering and sharing of information on existing and emerging donor opportunities and liaise with CARE Australia and CI Members in securing project funding.
- Lead on developing proposals and concept notes in line with CARE Myanmar’s strategic directions.
- Lead on proactively developing and presenting high quality concept papers to a range of potential donors including CI Members, donors and private sector companies.
- Develop and maintain close relationships with donors and counterparts.
- Ensure appropriate representation of CI in programming, policy coordination and information sharing forums.

**Project Cycle Management**
The ACD-P will work closely with the Programme Directors and other SMT members to:
- Ensure that all projects and activities produce robust evidence to substantiate project outcomes and results and inform future activities.
- Develop new programme and project opportunities and ensure they are of high quality and strategically aligned to the agreed long-term program goals.
- Oversee policy, strategies and standards relating to program design, implementation, monitoring and evaluation, to maximise the effectiveness of CI programs. In particular, to lead the Information, Monitoring, Documentation and Evaluation (IDME) team in enhancement of appropriate impact, monitoring and evaluation systems including ensuring that national staff capacity is built in this area.
- Establish and/or maintain systems to ensure effective project management and implementation and contract compliance.
- Throughout the project cycle regularly monitor and review project implementation to ensure quality, contractual compliance and timely reporting.
- Together with the ACD Programme Support, ensure programme staff take responsibility for and understand project expenditure, financial accountability and planning requirements.
- Oversee programme evaluations and ensure lessons learned are incorporated into current and future programming.
- Together with the CD, build CARE’s disaster preparedness and response capacity and manage disaster response.
**Information sharing, learning, collaboration**

Working with Programme Directors and other SMT members:

- Promote the CI vision, mission and core values among staff and partners.
- Ensure sharing of project information and learning both within the Country Office and with appropriate external agencies, partners and stakeholders.
- Assist in the development and maintenance of internal systems and mechanisms for documentation and sharing of lessons learned across the programme.
- Ensure timely preparation and submission of project and information/reports for CARE Australia and relevant CI offices.
- Provide the CD with accurate and up to date advice of developments and issues in programme and project implementation together with any necessary recommendations for action.
- Engage collaboratively with CARE Australia and CI Members in the management, implementation and information sharing of programmes and projects.

**Administration and Human Resources Management**

- Promote an open, diverse and participatory work environment.
- Provide direction, guidance and support to Programme Directors, and other programme team members as appropriate to carry out their responsibilities, and ensure they receive adequate professional guidance and development opportunities.
- Lead Programme team in identifying, designing and implementing appropriate training and effective coaching and mentoring strategies for programming staff.
- Ensure annual performance appraisals for programming staff are conducted as required by CARE Australia.
- CARE managers exemplify our commitment to the prevention of sexual harassment, exploitation and abuse, and the protection of children in our work. CARE managers are role models for their team, and consistently demonstrate our values of Courage, Ambition, Respect and Equality. This role has direct reports, and so must support, monitor and coach these direct reports in compliance to CARE global PSHEA standards.

**Safety and Security**

- In collaboration with the Safety and Security Coordinator and the Country Director, promote a safe and secure work environment, foster a safety and security culture and ensure consistent application of and compliance with CARE Australia and CI safety and security policies and procedures.

**Person specifications**

**Required:**

- Extensive strategic and operational experience, preferably with an international NGO, and demonstrated experience in the management of large and complex multi-sector programs
- Demonstrated knowledge and experience of current best practice development approaches, tools and methodologies and extensive experience in project design, proposal development and project management including in developing and applying sound evidence to substantiate results.
- Demonstrated extensive experience in fund raising and developing winning proposals
- Demonstrated ability to build and manage complex and diverse stakeholder relationships.
- Demonstrated skills in leadership and management in a complex international setting, excellent people management skills and interpersonal skills including the ability to develop harmonious teams in a cross cultural context.
- Excellent written and verbal communication skills in English
- Ability to produce high quality work and balance competing priorities within demanding timeframes.
Minimum Bachelor’s degree in relevant subject

Experience in leading both humanitarian and development programmes, ensuring coherent approaches across the humanitarian-development spectrum

A demonstrated commitment to capacity building of national staff

A demonstrated commitment to gender equality and women’s empowerment

Preferred (in addition):

Experience working within South East Asia

Knowledge of Myanmar language

Masters degree in relevant subject areas

Experience in market systems/value chains an advantage

Experience with different donor requirements, including multilateral international financing institutions (World Bank, UN agencies) and private sector funding

To apply for this rewarding position please send a CV and one page cover letter stating against the selection criteria 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 August 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.