JOB ANNOUNCEMENT
CARE International in Myanmar

Date: 15th July 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 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 purpose of the project is to respond to the prioritized needs of communities which have the overarching objective of stabilizing the livelihoods and restoring social cohesion of target communities and institutions, through providing immediate temporary employment, vocational training for income generating opportunities, income generating activities, cash for work on rehabilitation and reconstruction of critical lifelines and basic socio-economic community infrastructure, and environmental conservation in the targeted villages of Maungdaw Township.

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

**Project Officer (3) Positions _ National**
Basic Salary + 13th Month Salary + other Benefits

**Grade:** C
**Duty station:** Maungdaw
**Supervisor:** Senior Project Officer

**Purpose of the Role**
The Project Officer (PO) is responsible for the implementation and monitoring of project activities under UNDP Quick Impact Projects (QIPs), with a particular focus on field implementation activities. The PO will contribute to the project intervention of CARE’s Vocational Skills Training, Income Generating Activities, Environment Protection and Community Infrastructure and Basic Services in northern Rakhine State as outlined in the approved project documents.

This position may be required to travel to communities frequently and overnight stays may be required.
MAIN RESPONSIBILITIES

1. PROJECT PLANNING AND IMPLEMENTATION
   • Ensure the team compiles and procures materials for project activities such as trainings;
   • Ensure the logistics planning support to the team for trainings and workshops;
   • Responsible to roll-out partner activities and contribute to activity report writing;
   • Assist the team to develop monthly work plans and to implement project activities as per the plan; and
   • Engage proactively with community leaders, line department officials and other stakeholders to ensure the smooth implementation of project activities.

2. MONITORING AND EVALUATION (M&E)
   • Conduct project monitoring during field visits and ensure timely submission of field reports to the Senior Project Officer;
   • Participate in data collection for project evaluations, research and case studies;
   • 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;
   • Document project activities, processes, emerging models and lessons learned; and
   • Assist in the preparation of donor and other organisational reports and presentations.

3. PARTNERSHIPS AND NETWORKING
   • Provide clear explanations of the Project and CARE’s work in Myanmar to partners, communities and other stakeholders to build positive working relationships.

4. TRAINING AND COORDINATION
   • Ensure timely and quality delivery of technical trainings;
   • Assist with the development, refinement, and compilation of technical training materials;
   • Provide logistical support for the coordination of project activities, including trainings, field support and organisational development; and
   • Produce reports on each training or meeting, including training participants and their attendance, costs, training contents, training objectives.

5. ADMINISTRATION
   • Together with the Senior Program Officer, develop monthly work plan based on the approved project plan;
   • Prepare field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget;
   • Ensure that CARE financial, administrative, and procurement procedures and policies are followed; and
   • Participate in regular team meetings as required.
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 technical diploma and/or vocational training in a related field and/or Minimum 2 years relevant work experience;
- Good experience of monitoring and evaluation of [technical area] activities;
- Proven experience in writing good reports and maintaining accurate records;
- Demonstrated strong personal commitment to the goal of women’s empowerment;
- A willingness to learn about CARE, gender equality and women’s empowerment activities;
- Proven ability to implement project activities with supervision;
- Demonstrated skills in participatory techniques, good interpersonal skills, planning, training and facilitation skills;
- Minimum good oral and written communication skills in both Myanmar and/or local language and good English language skills;
- Minimum good understanding of desktop-based programs, including word processing, spreadsheets and databased software; and
- A willingness to work within a multidisciplinary team and experience in collaborative approaches to work.

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 27th July 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.