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.

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:

**Senior Project Officer (1) Position – National**

Basic Salary + 13th Month Salary + other Benefits

**Grade:**

D

**Duty station:**

Maungdaw

**Supervisor:**

Coordinator – Field Office

**Purpose of the Role**

The Senior Project Officer (SPO) is responsible for the development, coordination and delivery of quality training, livelihood, Income Generation Activity (IGA) and other field activities for the UNDP Quick Impact Projects (QIPs) in northern Rakhine State. The SPO will ensure the technical quality and support the day to day implementation 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.
The SPO has three direct reports and is expected to organise staff and resources towards achieving objectives effectively and efficiently.

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

**MAIN RESPONSIBILITIES**

1. **PROJECT PLANNING AND IMPLEMENTATION**
   - Apply technical skills and expertise in sexual and reproductive health to support the successful development and implementation of project initiatives;
   - Facilitate relationships with local government partners and civil society organisations to assist in the implementation of community development plans;
   - Engage with key stakeholders (e.g. line departments at state, district and township levels) to facilitate cooperation, planning, implementation, and evaluation of project activities;
   - Oversee the delivery of trainings, equipment and other education activities; and
   - Assist budget management and financial records and oversee timely financial accounting and acquittals for project activities.

2. **TRAINING AND COORDINATION**
   - Facilitate, build on, and strengthen current activities in sexual reproductive health;
   - Develop, refine, and/or compile training materials for communities;
   - Plan and conduct Training of Trainers (ToT) with Project Officers and/or communities as required;
   - Assist in the development of strategies for the involvement of external trainers when required;
   - Provide ongoing mentoring and support to communities, partners and government stakeholders;
   - Ensure detailed records of beneficiary training and meeting attendance and associated costs (travel, accommodation, per diem) are accurate and documented;
   - Ensure the team conduct sexual reproductive health training activities for partners and that diversity and inclusiveness of participants is considered; and
   - Produce reports on each training or meeting, including training participants and their attendance, costs, training contents, training objectives.

3. **MONITORING AND EVALUATION (M&E)**
   - Conduct project monitoring during field visits and ensure timely submission of field reports to the Coordinator – Field Office;
   - 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.

4. **PARTNERSHIPS AND NETWORKING**
   - Ensure the team develops and maintains effective relationships with line departments at state, district and township levels;
• Co-ordinate team activities to ensure that roles within the team are clear and understood;
• Liaise with relevant stakeholders to inform and consult on training activities and project implementation;
• Participate in relevant forums, workshops, government meetings, or other events as required; and
• Provide clear explanations of the Project and CARE’s work in Myanmar to partners, communities and other stakeholders to build positive working relationships.

5. TEAM SUPERVISION

• Support a culture of constant learning by playing an active role in capacity building, coaching and mentoring the team; and
• Coordinate the team to ensure that performance indicators are developed, monitored and achieved.

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 Bachelor’s Degree in either Medicine/ Nursing/ Health/ Community Development or other related fields and/or minimum technical diploma and/or 3 years relevant work experience in sexual reproductive health activities preferably with an International Non-Government Organisation (INGO);
• Proven experience in managing development projects, including budget management;
• Demonstrated experience in the application of participatory methods to sexual and reproductive health;
• Proven skills and experience in facilitating training and capacity-building, including an understanding of adult learning principles and participatory methodologies;
• Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of detailed transactions;
• Demonstrated good leadership, interpersonal, training and facilitation skills, sound judgment, planning, decision making and problem solving;
• Demonstrated organisational and time management skills, working in a team and the ability to work under pressure and to organise and manage workload to meet deadlines;
• Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
• A willingness to learn about CARE, gender equality and women’s empowerment activities;
• Minimum good oral communication and writing in both Myanmar and English language, and
• Fully conversant in 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 27th July 2020. Only successful candidate will be contacted for interview.

Human Resources Department
CARE International in Myanmar
No. 3, Mya Sabai Street, Parami Yeikhtar, 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.