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.

CARE International in Myanmar is implementing the Generating Rubber Opportunities (GRO) Myanmar project. GRO works to support a more resilient, competitive, environmentally sensitive and inclusive rubber economy in southeast Myanmar through engaging with the public and private market actors, policy makers, international and national think tanks and other relevant stakeholders. The project also focuses on Women’s Economic Empowerment and environmental sustainability.

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

**Senior Project Officer - Women’s Economic Empowerment Implementation**

(1) Position _ National

Basic Salary + 13th Month Salary + other Benefits

**Grade:** D  
**Duty station:** Mawlamyine  
**Supervisor:** Manager – Gender and Women’s Economic Empowerment

**Purpose of the Role**

The Senior Project Officer - Women’s Economic Empowerment Implementation (SPO – WEEI) is responsible for the development, coordination and delivery of quality training and activities to support women’s economic empowerment (WEE) and rubber value chain inclusion. The SPO - WEEI will ensure the technical quality and support the day-to-day implementation of GRO’s WEE strategy with and through project partners and stakeholders.

This position will require travel in Mon, Kayin and Tanintharyi.
MAIN RESPONSIBILITIES

PROJECT PLANNING AND IMPLEMENTATION
- Apply technical skills and expertise in gender equality, equity and inclusion to support the successful development and implementation of project initiatives;
- Collaborate with training partners and consultants in the ongoing development and adaptation of training and mentoring packages;
- 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 coordination and delivery of trainings and capacity building sessions with project partners; and
- Participate in project business plan reviews and intervention design sessions to support integration of WEE and equity into GRO’s project activities and thematic strategies.

TRAINING AND COORDINATION
- Facilitate, build on, and strengthen current activities in gender equality and women’s economic empowerment;
- Facilitate gender equality and equity training to public and private sector partners and stakeholders, including supporting the development of outputs focused action plans.
- Develop, refine, and/or compile training materials for partners and stakeholders; provide ongoing mentoring and support to GRO partners and stakeholders
- Continuous capacity building of GRO Project team on WEE an integration of GRO Gender & WEE Strategy in project startegies and interventions;
- Provide ongoing mentoring and support to communities, partners and government stakeholders;
- Develop detailed activity plans, schedules and budgets; and
- Ensure detailed records of beneficiary training and meeting attendance and associated costs (travel, accommodation, per diem) are accurate and documented.

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 project meetings, reflection sessions and workshops;
- Liaise with and regularly debrief with partners 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 reports and presentations.

PARTNERSHIPS AND NETWORKING
- Develop and maintain effective relationships with public, private and civil society partners and stakeholders;
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.

PROJECT TEAM SUPPORT
- 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 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 Bachelor’s Degree in either Business Administration/Commerce/Marketing or Community Development or other related fields with a minimum of 3 years relevant work experience in a coordination/training role;
- Proven experience in coordinating events with multiple agencies and demonstrable organizational skills;
- Demonstrated commitment to gender equality and to women’s economic empowerment;
- Demonstrated experience in developing and coordinating results driven interventions;
- Proven skills and experience in facilitating training and capacity-building, including an understanding of adult learning principles and participatory methodologies;
- 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 experience in following standard policies, procedures and processes and ensure the implementation of detailed transactions;
- 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;
- 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 29th September 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.