



## Career Opportunities

<b>Position Title</b>	: <b>Project Manager</b>
<b>No. of Post</b>	: (1) Post
<b>Report to</b>	: Director of Restoring Family Links Department
<b>Department</b>	: Restoring Family Links Department/South-East Project
<b>Duty Station</b>	: Nay Pyi Taw
<b>Grade</b>	: F 1
<b>Benefits Packages</b>	: Salary + Accommodation Allowance + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
<b>Application Deadline:</b>	<b>(25/ 03/2019), 16:30 pm</b>

**Project Background :** This project targets areas with high numbers of Internally Displaced Persons (IDPs) affected by conflict, as well as potential refugee returnees from Thailand. To date, the project has mainly focused on assisting communities affected by displacement in terms of basic needs and essential services by constructing Rural Health Sub Centers (RHSC), primary schools, latrines and providing health education and WASH trainings at primary schools as well as in villages hosting Persons of Concern (PoC). In Kayin, Mon states and Tanintharyi Region, 93 Primary School, 79 RHSC and 212 double unit latrines have been constructed and targets achieved.

In 2017, the main project interventions included strengthening and expanding community mobilization, providing services for persons with special needs such as landmine survivors and Extremely Vulnerable Individual (EVI) cases, providing Basic Life Skills as well as First Aid training to community volunteers. The project seeks to improve access to basic education and primary health care services and thereby ensuring safer, healthier and more resilient communities. The project mainly focuses on community-based reintegration and support to persons with specific needs in areas affected by displacement in Mon, Kayin States and Tanintharyi Region as well as Yangon and Bago. To strengthen the capacity of Community Based Organizations, a management and leadership skills project has been

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developed that establishes village project supervisory committees and conducts training appropriate to community needs. The project seeks to develop community ownership around WASH, (sanitation and disease prevention in particular), by providing latrine plastic pans and pipes for each project village. Priority is given to Internally Displaced Persons (IDPs), returnees and needy households in the communities.

In 2018, following the announcement of the cessation of refugee status for Chin refugees, it is anticipated that some Chin refugees residing in India and other countries of asylum may return in the course of 2018-2019. Before making the decision to return, refugees should have the necessary information about Chin State through benchmark assessments. Upon return the refugees will be provided with a minimum reintegration package and further information concerning social services.

### **Purpose of the Position**

- In order to implement project activities, liaise with UNHCR and relevant representative of government authorities, Red Cross Supervisory Committee, CBOs, International and National NGOs and other relevant stakeholders on topics related to the return of refugees.
- The Project Manager is to ensure integrated project activities are monitored and evaluated effectively. The Project Manager is to provide technical support and guidance for smooth interventions and supervision to the project
- Good understanding and preferably demonstrated experience working with local governance and administration systems in the southeast of Myanmar

### **Duties and Responsibilities**

#### **Project Management**

1. Develop costed workplans and ensure quality implementation of the MRCS Southeast Programme.
2. Provide technical support and guidance for smooth intervention and supervision of project
3. Supervise and ensure all project activities are implemented according to the plan in project areas
4. Manage all team members in a good team spirit.

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5. Provide guidance to trainers, Assistant Training Officer and Township Facilitators in revising the training package and delivering training for village project supervisory team and community facilitators.
6. Provide pre/post training evaluation results and advise on improvements or changes to training programs.
7. Prepare regular project Internal Liquidation reports to be verified by MRCSUNHCR and External Auditors.

### **Implementation**

8. Conduct assessment of village project supervisory team, assess their capacity to manage project activities by employing UNHCR assessment guidelines, tools and questionnaires
9. Establish in consultation with UNHCR the selection criteria for village project supervisory team members
10. Provide support to village project supervisory team in planning, managing and evaluating their work in operation
11. Initiate staff and community facilitators social cohesion training for the benefit of local communities, IDPs and returnees
12. Provide support to community activities such as livelihoods and distribution of sanitation materials
13. Detailed consultation with village authorities and village project supervisory team, UNHCR field office and project field office to select and assist with cash distribution or in-kind support

### **Coordination and Reporting**

14. Work in collaboration with MRCS and UNHCR at all levels of project implementation
15. Prepare Project Partnership Agreement (PPA) and Amendment as required for submission to MRCS and UNHCR
16. Develop Project description proposal
17. Review, consolidate and translate monthly project performance reports prepared by Field Office and submit them to UNHCR through MRCS Prepare project quarterly, six monthly and yearly Project Performance reports and submit them to UNHCR through MRCS

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18. Establish monitoring plans and capacity building of project staff in monitoring and verifying the work of village project supervisory team

**Protection Monitoring (upon completion of UNHCR training and as per guidelines and forms to be provided by UNHCR)**

19. Report on and summarize grievances and complaints from Community Facilitators on security, safety and overall protection, data collection and forward them to UNHCR
20. Report any protection incidents identified throughout the implementation of the project

**Financial Management**

21. Manage the project budget in line with financial guideline and procedure
22. Prepare budgets, request budget revisions as needed and liaise with UNHCR and take approval from MRCS Ecs
23. Supervise, manage and take responsibility for project expenses and ensure successful and cost effective activities
24. Regular monitoring on budget and expenditure as well as utilization and variance
25. Prepare regular project Internal Liquidation reports to be verified by MRCS, UNHCR and External Auditors
26. Provide support as needed for internal and external audit
27. Submit monthly financial report to Finance Department in timely manner

**Monitoring and Evaluation**

28. Conduct field visits for monitoring and evaluation of activities and provide support to field offices as required

**Other Tasks assigned**

29. In addition to the responsibilities above, he/she shall contribute as necessary to reach the vision and mission perform and duties assigned by Director, Restoring Family Link Department, MRCS

**Skills, Competency and Requirements**

- Must be a Myanmar National
- Age between 35 to 50 years

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- University degree in relevant field, preferably Master Degree in Social Science or Management.
- Minimum 5 years of experience working with refugees, IDPs, returnees or similar experiences
- Strong project management skills with good knowledge of community development
- Solid organizational skills, time management and ability to communicate well with different stakeholders.
- Strong initiative and creativity, analytical, interpersonal, networking and advocacy skills.
- Experience of financial administration and report writing skills
- Ability to manage and prioritize multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- Experience in developing and applying participatory training methodologies and in the facilitation of trainings related to communication skills
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Functional numeracy

**Application process:** Please send your application letter, CV, and related documents (PDF Version) to;

**Head Office:**

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri,

Nay Pyi Taw.

Email: [mrcshrrecruitment@gmail.com](mailto:mrcshrrecruitment@gmail.com)

**Branch Office:**

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botataung Township, Yangon. (or)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

**Only short listed candidates will be contacted for a personal interview.**

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