



Vacancy Announcement

Project Manager, Yangon

1 post

19th June 2020

Deadline: 29th June 2020

Background:

Nyein Chan Metta Organization (*Religions for Peace-Myanmar*) (*RfP-M*) is a national interreligious body. It offers a platform for religious leaders on joint advocacy, coordinated program response and training, mobilization of local communities around issues of public concern and for channeling resources through local congregations and other faith groups.

RfP-M is seeking an experienced professional for the position of Project Manager. The Project Manager will be responsible for the oversight and effective implementation of managing systems to “*Supporting peacebuilding and conflict prevention process through women participation*” project which will be funded by Paung Sie Facility (PSF) and implemented at Pyay, Myitkyina, Kyaukphyu and Yangon.

JOB DESCRIPTIONS

- Lead the entire process of the project implementation at the target areas with the field monitors.
- Coordinate and cooperate with M&E Officer, Interfaith Committee (IC) Members, Women of Faith Network (WoFN) Members and Interfaith Youth Network (IYN) members in target areas and secretariat.
- Take full responsibility on the day to day operations, with particularly support in areas of development of implementation guidelines.
- Travel to project areas and engage with diverse religious, ethnic groups, local administrative authorities for interreligious cooperation and social cohesion.
- Ensure logistics including facilitation activities in target areas for meetings, workshops, interfaith dialogue sessions etc..
- Responsible for monitoring, reviews and evaluation
- Manage changes to the project scope, project schedule and project costs using appropriate verification and justification techniques.
- Monitor the progress and challenges of the project implementation to partners and members of *RfP-M*.
- Monitor the financial expenditure in reference to the financial plan and ensure to follow the standard operative procedure.

- Write and submit monthly, quarterly and annual report to Program Manager.
- Define the capacity needs of the program according to the activities defined.
- Measure project performance using appropriate tools and techniques and indicators.
- Lead facilitation in the technical capacity building of field monitors, IC, WoFN and IYN members.
- Organize various learning events in reference to the *RfP-M* strategic plan.
- Coordinate and participate in the process of organizational development (OD) plan (OR) Institutional Development Plan (IDP) of *RfP-M*.
- Identify risk in the period of the project implementation
- Attend conferences, meetings, workshops and trainings as required to maintain proficiency and to contribute to the project.
- Perform other related duties as assigned.

Required Qualifications and Experience

- A minimum of Bachelor degree with work experiences in Non-governmental Organizations.
- A minimum of Three years of professional work experience in development organization focusing on project management.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationship with people of all religious and ethnic backgrounds.
- Ability to write good narrative report to submit respective senior leaders/ donor organizations.
- Excellent writing analytical skills in English and Myanmar languages required.
- Willingness to travel to project areas and engage with diverse religious and ethnic groups.
- Proficiency in computer application – Microsoft Office Word, Excel and PowerPoint.

Behavioral Expectation

- Respect and understand religious differences.
- Preserve the identity of each religious community.
- Model behavior that reflects a commitment to initiating and satisfactorily completing all tasks within agreed expectations.
- Model behavior that reflects positive organizational values and a holistic, participatory, sustainable approach to development, and behavior that is sensitive to local conditions and culture and the expectations of local leaders.
- Model behavior that facilitates the inclusion of marginalized members of the community in program activities.
- Assure actions are sensitive to the concerns of various parties, trying to develop trust and a long-term perspective where possible.
- Model scrupulous honesty and careful stewardship of financial and other resources.
- Commitment to learn. Open to change and to try new things. Demonstrated initiative, creativity and self-motivation. Demonstrated commitment to ongoing personal development.



- Service to clients and other members of the team and help others to learn and grow. Able to consider other's needs and points of view as well as their own. But can be firm when needed.

Application Instructions

Please **note that only shortlisted candidates will be contacted**. Shortlisted candidates will be called for written test and oral interview. Written test and oral interview will be conducted in *RfP-M* Office in Yangon.

Please send cover letter, resume, and any expected salary requirements preferably in English to office@rfpmm.org and rfp.m.pm@gmail.com

[Address: No. 196, 1st Floor, Ward 10, Bogyoke Aung San Road, Botathaung Township, Yangon11162, Myanmar]

Note: 1. Eligible for Myanmar National only and Submission of application after deadline will NOT be considered.

2. Please indicate clearly for your applied post in email subject. Eg. *"Applied for Project Manager"*