VACANCY ANNOUNCEMENT

AYO is seeking competent individuals to assume the role of Project Manager. The selected candidates will be responsible for delivering professional and timely support throughout the entire project cycle management process for earthquake response activities. This includes drafting donor reports, organizing partners/ stakeholder meetings, providing quality technical support to field project staff and ensuring the successful implementation of earthquake response interventions. The Project Manager will be accountable for project activities, key results, deliverables, and communication with stakeholders, partners, and fellow humanitarian/development actors. This position reports to the Program Manager and serves as an integral member of the Head Office program department.

AYO invites qualified applicants to apply for the following position.

Project Manager
(Ref: AYO/VA/2025/002)

Program Name   : Emergency Response Program (Multisectoral)
Duty Station   : Mandalay Region and Sagaing Region
Reports to   : Program Manager
Starting Date   : As soon as possible
Number of Opening : 10 Positions
Education Level   : Bachelor's degree in a relevant field or equivalent practical experience.

Minimum requirements:

- ☐ Bachelor's degree in a relevant field or equivalent practical experience.
- ☐ At least 5 years of experience in project management or a related field within NGOs/INGOs.
- ☐ Proficiency in project cycle management and familiarity with donor reporting requirements.
- ☐ Strong interpersonal and communication skills, with fluency in written and spoken English.
- ☐ Ability to work effectively in challenging and dynamic environments.

Qualifications:

- ☐ At least 5 years' experience in staff management.
- ☐ At least 5 years' experience working with NGOs/INGOs.
- ☐ At least 5 years' experience in community mobilization, empowerment, and emergency response to relief, recovery, and development
- ☐ Ability to conceptualize, plan, and implement program activities creatively
- ☐ Ability to analyze data and utilize lessons learned for the continuous improvement of project implementation
- ☐ Experience in integrated comprehensive humanitarian response sectors (WASH, MPCA, Protection, etc), community development program
- ☐ Strong interpersonal skills.

- Demonstrated attention to detail, computer skills, organizational skills, and ability to follow procedures, meet deadlines, and work both independently and cooperatively with team members.
- Possession of skills and capacity necessary to implement related projects.
- Willingness to travel and work in high-risk and challenging operating context.
- Fluency in written and spoken English.
- Fluency in the local dialect is an advantage.

Responsibilities:

- Implement, monitor, and manage the project in collaboration with the AYO Head Office.
- Organize and monitor the project activities ensuring integrated planning and implementation.
- Manage and supervise the project team.
- Manage the budget in collaboration with the Finance Officer and the program team.
- Submit reports to AYO Yangon (weekly, monthly, and quarterly)
- Develop work plans in collaboration with the project team.
- Participate in relevant coordination meetings and working groups.
- Perform other duties as assigned by Program Manager (Yangon office).

Note: The applicant shall abide by the AYO's Code of Conduct, Safeguarding and be responsible for ensuring that the workplace is free from Sexual Exploitation and Abuse (SEA)

Applicants should submit their Application Letter, current CV with complete contact details, photocopies of certificates, 2 professional referees, and indicate "position applied" to

hr-ygn@aryoneoo-ngo.org and **info@aryoneoo-ngo.org** .

DEADLINE for APPLICATIONS: As Soon As Possible

(We encourage early submission of applications as candidates can be hired before the deadline)

Only short-listed candidates will be invited for an interview. We are not obliged
to return received applications.