



JOB VACANCY

SOLIDARITES INTERNATIONAL launches the external/Internal recruitment of a

BASE	Yangon, Myanmar
POSITION	Deputy Program Manager (Emergency Response)

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams – 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers – work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will ever ask for any remuneration to take part in a recruitment process.

ABOUT MYANMAR MISSION

Solidarités International (SI) is operating in Myanmar since May 2008. SI's current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through an improved access to water, sanitation and hygiene as well as food security and livelihood activities.

Position:	Deputy Program Manager (Emergency Response)
Number of positions:	1 person
Desired Start date:	1-Nov-2026
Contract duration:	9 months
Probation Period:	3 months
Location:	Yangon, Myanmar

Solidarités International

No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar.

MISSION / OBJECTIVES

The Deputy Program Manager (Emergency Response) participates implementing the phases of the project(s) under their responsibility, including the specific mechanisms associated with them: ERM, RRM, etc.

With the support of the team they supervise, the Deputy Program manager contributes that activities under their responsibility are executed on time, meet quality standards, and comply with national, international, SI, and donor requirements.

As a deputy, they may be required to act as a partial or total substitute for the Program Manager (PM) in their absence.

List of main tasks:

STRATEGY

- In close collaboration with and at the request of their manager, participates in defining the multi-year strategy, its annual review, and annual programming based on feedback and evidence collected throughout the project cycle (*evidence-based*).
- In close collaboration with and at the request of their manager, participates in the development of the relevant sectoral strategy and internal procedures in line with the association's policies.

ASSESSMENT AND PROJECT DESIGN

- Participates in the preparation, execution, and drafting of situation analysis reports and needs assessment diagnostics.
- Participates in the design and financial, human, and logistical planning of projects to be implemented.
- Collects and analyses data to identify conservation risks and proposes and implements measures to mitigate these risks in projects.
- Collects and analyses data for environmental assessments and proposes and implements environmental mitigation measures in projects based on identified risks.
- Drafts the technical chapters (including the logical framework) and the appendices required for project proposals and amendments.
- Proactively proposes new projects based on identified needs (letter of intent).
- Proactively proposes the definition and management of new approaches, innovative activities, or research initiatives aimed at improving the quality of SI projects.
- Proactively proposes potential partnerships to be established, whether technical, academic, or implementation related.

IMPLEMENTATION AND OPERATIONAL MONITORING

- Ensures the smooth running of the project cycle in accordance with SI strategy and programming, the technical requirements of SI and the country of intervention, SI procedures, and donor criteria.
- Plans and supervises the implementation of the projects under their responsibility, in close coordination with the MEAL, administrative, financial, HR, logistics, and security departments (MEAL plan, budget monitoring, cash flow requests, procurement plan, recruitment, etc.) and the functional manager at coordination level.
- Ensures the systematic integration of cross-cutting themes (environment and climate, cross-cutting protection, gender, public health, and market-based approaches) and, where relevant, multisectoral integration (internal and/or external).
- Ensures consistency and synergies between projects, where relevant.

- Uses, adapts, and creates SI management and monitoring tools to ensure agile implementation and adequate monitoring, in close collaboration with the departments mentioned above.
- Leads the learning cycle for the projects under their responsibility.
- Evaluates the relevance of activities carried out, the effectiveness of interventions, and their suitability considering changes in the context and the needs of the populations.
- Proactively suggests adjustments and developments necessary to maintain the relevance and quality of programmes.
- Anticipates and communicates regarding implementation challenges and facilitates the resolution of programme-related issues.
- Conducts regular field visits.

REPORTING, COMMUNICATION, AND REPRESENTATION

- Drafts and submits internal reports on time, in accordance with SI's formats and requirements.
- Drafts and submits reports and annexes required by donors on time.
- Serves as the focal point (reporting, communication, etc.) in the event of an implementation partnership.
- Identifies and maintains a local operational communication network with key stakeholders (local authorities, civil society organizations, etc.)
- Represents SI at meetings and forums related to the programmes at their duty station.
- Drafts administrative documents in collaboration with government authorities, communities, and partners (MOUs, project agreements, etc.)
- Reports, in accordance with established procedures, any information regarding the security situation or any event that could potentially impact the safety of teams and SI activities.

DOCUMENTATION AND CLOSURE

- Ensures the distribution of SI technical documentation and the archiving of all key programmatic documents.
- Drafts and shares knowledge capture documents using SI tools and in accordance with established procedures.
- Ensures the closure of programmes with the cooperation of all stakeholders (support departments, partners, target communities, local authorities, etc.).
- Drafts and shares their handover report before the end of their employment contract.

MANAGEMENT

- Is responsible for the proper implementation of HR policies and processes to ensure that both the necessary number of staff and the required expertise are available for the activities under their responsibility:
 - o Analyses, quantifies, and qualifies the human resource needs of their team,
 - o Recruits and ensures the onboarding of the team under their supervision,
 - o Evaluates the performance of team members,
 - o Trains and supports team members,
 - o Leads and facilitates communication within the team.

INTERNAL CONTROL

- Is responsible for the compliance of the documents he/she produces

FILING AND ARCHIVING

- Is responsible for filing and archiving the documents they produce in accordance with internal procedures

FIGHT AGAINST ABUSE

- Creates and actively contributes to establishing a work environment that prevents inappropriate behaviour.
- Participates in communicating the existence of SI's ethical framework.
- At all times, respects the confidentiality of information exchanged in the context of a report and its handling.
- Implements measures to mitigate the risk of misconduct

PARTNERSHIPS

- May contribute, in line with their role and responsibilities, to the verification process of SI implementation partners
- May contribute to the implementation of a plan to support and strengthen SI partners
- May participate in the oversight of partner activities in accordance with their role and responsibilities

ORG CHART POSITION (reporting and functional relationships)

Line manager: Emergency Response Program Manager

Line report(s) on base: -Emergency Response Supervisor

Functional Manager: n/a

YOUR PROFILE**Education:**

- Bachelor's degree in Disaster Management, International Development, Peace and Conflict Studies, Peacebuilding, Political Science or similar

Specific Skills and experience:

- At least 3 or 4 years of professional experience in relevant field in INGOs
- Experiences in the partnership management are preferred

Technical Skills:

- Strong experience managing local partner NGOs and/or CSOs, and sub-grants.
- Strong understanding of local context across Sagaing, Magway, Mandalay and Chin.
- Strong understanding of disaster and conflict preparedness, response, and planning.
- Good understanding of MPCA, WASH, FSL and knowledge on Shelter and protection is plus.

IT Skills:

- usage of Microsoft suit, SharePoint, Excel, others.

Personal abilities:

- Communication and representation
- Strong facilitation, coordination, problem-solving skills
- Leadership and Team Management

Language:

- Fluent in English and Burmese

SI WILL OFFER YOU

Salary: 900 USD

Social benefits: SI Medical coverage, 12 days of Annual leaves, Public Holidays per year, yearly ended bonus.

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL by email to gnm.recruitment@solidarites-myanmar.org

Deadline for submitting applications: 09th October 2026 (Not Later than 5:00 PM)

Important to be considered, the position you want to apply for has to be specified as subject of your e-mail.

Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date.

Only short-listed candidates will be notified.

Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud. Solidarites International expects full commitment of its employees with SI Charter, Code of Conduct including PSEA policy.

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