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KAREN WOMEN EMPOWERMENT GROUP (KWE)

*"A Brighter Future For Women and Children"*

## KAREN WOMEN EMPOWERMENT GROUP (KWE) IS SEEKING FOR

### ***Project Manager*** ***(Taungoo Office - 1 Position)*** **MHF Localization Project**

#### **BACKGROUND**

Karen Women Empowerment Group (KWE) is founded in 2003 with the aim of building an enabling environment for protection of rights of women, greater involvement of women in development initiatives and strengthening capacity of women to become leaders. We have been implementing projects ranging from Micro Finance, Women Protection and empowerment, Child Rights, Gender equality and reduction of GBV, Promoting market opportunity for women, Harmonious living and community security to brighter future for children.

#### **PURPOSE**

The Project Manager will provide overall leadership and coordination for the effective, timely and quality implementation of the MHF Localization Project.

#### **Key Responsibilities**

- Lead overall project planning, implementation and coordination.
- Develop and monitor detailed project workplans and implementation schedules.
- Coordinate and support local implementing partners.
- Monitor achievement of project outputs, targets and indicators.
- Coordinate needs assessments, baseline and monitoring activities.
- Ensure quality implementation of EiE, Child Protection, PSEA, AAP/CFM, MHPSS/PSS, WASH, MHM and related activities.
- Monitor project budget utilization in coordination with Finance.
- Lead preparation of narrative reports and partner reporting.
- Strengthen local partner capacity through coaching and mentoring.
- Ensure safeguarding, PSEA, accountability and inclusion are integrated throughout implementation.
- Identify implementation risks and coordinate appropriate mitigation measures.
- Represent KWE in relevant coordination meetings as assigned.
- Support project learning, transition and close-out.

#### **Minimum Qualifications**

- Bachelor's degree in development studies, Social Sciences, International Development, Education, Humanitarian Studies, Management or a related field.
- Minimum **5 years of relevant humanitarian/development experience.**
- Minimum **3 years of experience in project management or senior programme coordination.**
- Demonstrated experience managing humanitarian/development projects and working with local partners.
- Experience in project planning, monitoring, reporting and budget management.
- Good understanding of safeguarding, PSEA, AAP/CFM and humanitarian principles.
- Strong leadership, coordination, communication and facilitation skills.
- Good written and spoken English and Myanmar.
- Willingness and ability to travel to project locations



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### Desirable Experience

- Experience with MHF or similar humanitarian pooled funds.
- Experience in localization and partner capacity strengthening.
- Experience in EiE, Child Protection, PSEA, MHPSS/PSS or AAP/CFM.
- Experience managing sub-grants or local implementing partnerships.
- Experience working in Kayin State, Bago or other humanitarian contexts in Myanmar.

### TERMS AND CONDITIONS

|                          |                                                                                |
|--------------------------|--------------------------------------------------------------------------------|
| <b>Contract Duration</b> | : Fixed-term, subject to project funding and performance                       |
| <b>Duty Station</b>      | : Taungoo, with regular travel to project implementation locations as required |
| <b>Reports to</b>        | : Senior Manager                                                               |
| <b>Start date</b>        | : As soon as Possible                                                          |
| <b>Working hours</b>     | : Standard working week is 40 hours a week                                     |

### APPLICATION PROCESS

If you are interested in this position, please send us an email with covering letter, recent CV and **two professional referees** to our email ([adasst.yg@m.kwise.info](mailto:adasst.yg@m.kwise.info)).

Only short-listed candidates will be contacted for an interview.

**Deadline: 9<sup>th</sup> Oct 2026**

**KWEG is an equal opportunity organization and is committed to safeguarding, PSEA, inclusion and protection from sexual exploitation, abuse and harassment.**