

Position title	:	Project Manager
No. of Post	:	(1) Post Only
Project Title	:	Community Services Program (income generation, agriculture, Nutrition)
Duty Station	:	Pakokku Township
Report to	:	Program Manager
Contract type	:	Full-time employee

Founded in 2010 by youth volunteers, **Guardian** is a non-partisan, non-profit national NGO based in Pakokku, Myanmar. We specialize in multi-sectoral humanitarian and development programming across Magway, Mandalay, Sagaing, and Shan. By partnering with UN agencies and international donors, Guardian bridges the gap between immediate emergency relief, response and long-term community resilience.

Project Background

Project Overview: Sustainable Development & Emergency Response

Guardian is seeking dedicated professionals to join our mission in the **Dry Zone** of the Magway Region. Our current programming integrates long-term climate resilience with rapid emergency response to support vulnerable communities.

Core Program Pillars:

- **Climate-Smart & Sustainable Agriculture:** We empower rural farmers through comprehensive training in **Climate-Smart Agriculture (CSA)** and the **System of Rice Intensification (SRI)**. To combat the unique climate challenges of the Dry Zone, we establish demonstration plots for practical learning and distribute essential resources to improve water management and soil health.
- **Livelihoods & Economic Resilience:** Guardian works to strengthen local economies by fostering small business development and creating sustainable job opportunities. Our team provides vocational skill development, professional mentorship for entrepreneurs, and strategic facilitation of market access to ensure long-term financial stability.
- **CBDRM:** Facilitated the setup and preparation of Community-Based Disaster Risk Management (CBDRM) systems and related activities, working directly with targeted communities.

Duties and Responsibilities

Project Management

- To lead the process of implementation in Agricultural, Nutrition, Business and Livelihood Sector.
- Conduct regular visits to project sites and lead the project activities, gather feedback from beneficiaries and submit detailed report about the activities and findings.
- Collect data on project indicators and maintain an updated database on project progress.
- Support the program team to record and analyze monitoring data for reporting and timely communicate the results of analysis to make right decision.
- According to donor requirement must be send bi-weekly, monthly narrative report to Program Manager timely
- Responsible for overall activities and success of project goal, to ensure that it is delivered in time, with the budget and also project data.
- Support the Program Manager to prepare quarterly, bi-annual and annual project reports based on accurate and evidence-based data.
- Assist Program Manager reviewing log-frames, M&E work plans and targets through to project implementation.
- Responsible for project documentation, financial and administrative assistance to the field level.
- Good Relationship with relevant stakeholders.
- To solve and negotiate the problems of implementation.
- To ensure contract and assure compliance of donor with contractual agreements.
- To ensure and accountable on Approval and Expenditure of Project Budget.
- To ensure that expenditures are only made in accordance with policies and procedure
- To Monitor and Evaluate on Staff and Program Performance
- To ensure on Time and Risk Management
- Travel to project area, attend in technical training and participate in knowledge sharing activities.
- Must be free any criminal case and well understood about Child Safe Guarding and PSEA.
- Must be sign Child Safeguarding Policy, Humanitarian Principles, PSEA and COC.
- Must be obey Guardian's all policy and procedures.
- To take any other relevant duties as may be assigned by the Supervisor.

Key Communication Skills

1. Internal Communication

- Collaborate with Program Manager to ensure implementation processes and requirements are understood and followed.
- Report any discrepancies or challenges in implementation processes to the Program Manager.

2. External Communication

- Communicate professionally with donor, communities and service providers regarding to ensure smooth during implementation.

Skill Competencies, Experience and Requirements

- Bachelor's degree in Agriculture Background, Development Studies, or other related fields. A Master's degree is an added advantage.
- Minimum of (2) years of proven experience in managing and facilitating Agriculture Sector & Business Sector, group-based business initiatives, livelihood programs, or enterprise development activities.
- Good English communication skills both written
- Strong training and facilitation skill
- Demonstrated ability to support, strengthen, and ensure the successful operation and sustainability of community groups, farmers, cooperatives, or small business groups.
- Strong expertise in Agriculture Sector and Business Management, including agriculture and business planning, financial management, marketing strategies, business growth, and organizational development.
- Proven experience in providing capacity-building, coaching, mentoring, and technical support to groups or entrepreneurs to improve their business performance.
- Excellent analytical, problem-solving, communication, and stakeholder engagement skills.
- Excellent personal organizational skills, including time management and ability to meet deadlines and work under pressure
- Ability to work independently, manage multiple tasks effectively, and achieve project objectives within the given timeline.
- Strong reporting, documentation, and computer literacy skills, including proficiency in Microsoft Office applications.
- Willingness to travel to field offices and work in difficult environment according to travel requirements (Car, Motorcycle, etc. ...)
- Must be able to relocate or travel to assigned duties in Pakokku and other project area Townships.

Integrity

1. Accountability

- Maintain transparency in all donor compliance's, budget monitoring & reporting, financial expenses and ensure proper documentation for auditing purposes.
- Adhere to anti-corruption and fraud prevention policies.

2. Confidentiality

- Safeguard sensitive financial information, including payroll data and donor reports.

3. Ethical Conduct

- Uphold organizational values and donor requirements in all financial activities.
- Avoid any personal or organizational conflicts of interest.
- Must adhere to Guardian Policies and Procedures.
- To take any other relevant duties as may be assigned by the Supervisor.

Application Process: Interested candidates are invited to submit the application letter with **expected salary, and CV with three referees** (PDF format) to: **Email:** hr.guardian1@gmail.com (or) In person to **Head Office-** Guardian, Ward (12), Ngar Kyin Street, Pakokku, Phone: +959 773 873 537.

Deadline: Applications must be received by **5:00 PM, [Oct 05, 2026]**. Please clearly mention the **position title** in the subject line of your email. Only shortlisted candidates will be contacted. There is a 3-month probationary period. Following a successful evaluation, a one-year fixed-term employment contract will be issued.

Guardian is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQIA+ and People with disability are also encouraged to apply. "Priority will be given to local applicants only."

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