



SVNMM025

Open to Internal and External Candidates

Position Title : **Senior Project Associate
(CCCM)**
Duty Station : **Mandalay**
Classification : **G-6**
No. of Position : **1**
Type of Appointment : **Special Short Term with possible extension**
Vacancy Number : **VA/2026/039**

Closing Date : **12 October 2026**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM has been present in Myanmar since 2005 and is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. In Myanmar, IOM has significantly expanded emergency operations in the past two years in light of the emergency contexts, working across key areas of the country to support the expansion of NFI, cash, health and multi-sectoral emergency programming. IOM emergency programming also entails close work with local organisations who are key partners to ensure effective localised, flexible, context relevant response. IOM will continue to expand partnerships, support localisation through capacity building, collaborative and equal partnership approaches as well as through on-going technical guidance and mentoring to partners.

Core Functions / Responsibilities:

Under the overall supervision of the Chief of Mission and the direct supervision of the Programme Manager (Shelter/NFI and CCCM), the Senior Project Associate – CCCM will be responsible for assisting in the planning, coordination, implementation and monitoring of Camp Coordination and Camp Management (CCCM) and related humanitarian activities in key conflict and disaster-affected areas of Myanmar:

- Assist in the planning, coordination, implementation and monitoring of CCCM project activities in line with approved workplans, budgets, donor requirements and IOM procedures, and report any delays, deviations or implementation challenges to the Programme Manager (Shelter/NFI and CCCM).

- Monitor project budgets and expenditures, including burn rates, pipeline projections, and financial commitments, and propose adjustments as necessary to support compliance with internal and donor requirements.
- Undertake regular field monitoring and support visits, including locations where implementing partners work subject to security conditions, to assess progress, verify the use of materials and equipment, identify risks and gaps, in CCCM operational areas.
- Coordinate and follow up on procurement, logistics, and site-level implementation processes, including the timely release and delivery of materials and supplies, contractor follow-up, schedule monitoring, documentation supporting completion verification, and project close-out activities.
- Act as focal point for the administrative coordination of CCCM project implementation, including tracking required permits, authorizations and liaising with relevant authorities and internal units to obtain necessary clearances, follow up on administrative actions, address delays and support timely project implementation and contractor payments.
- Maintain effective liaison and coordination with government counterparts, implementing partners, local stakeholders, clusters, working groups, and other humanitarian actors relevant to CCCM project implementation.
- Provide support to the field delivery of humanitarian assistance to displaced populations in camps and camp-like settings, including camp set-up, care and maintenance, camp closure, complaints and feedback mechanisms, monthly service monitoring, women's participation initiatives, establishing or strengthening of camp committees, and other priority interventions.
- Provide inputs for the development of Standard Operating Procedures (SOPs) and concept papers and provide general support for the development of new projects.
- Provide guidance/training and assist in coordinating and monitoring the work of other staff in the unit. May supervise other staff as assigned.
- Provide support to monitoring, evaluation, reporting, and information management activities, including data collection, progress reporting, documentation, archiving, review meetings, evaluation missions, and the timely sharing of project information.
- Monitor and support the work of CCCM field clerks and implementing partners, including work planning, quality assurance, technical assistance, and report any non-compliance and identified resource or implementation gaps to the supervisor.
- Compile, summarise, analyse and present information on operational risks, needs, access, entry points, programme gaps, and emerging opportunities for the consideration of the supervisor. Draft status reports, identify shortfalls, and suggest corrective measures to address delivery gaps to the supervisor.
- Perform such other relevant duties as may be assigned

Required Qualifications and Experience

Education

- Myanmar national
- Bachelor's degree in Political Science, Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or a related field from an accredited academic institution with four years of relevant professional experience; or,
- High School diploma with six years of relevant professional experience.

Experience and skills

- Experience working with conflict and disaster affected communities including refugees, internally displaced persons, victims of trafficking and other vulnerable groups;
- Experience in camp coordination and camp management;
- Experience in humanitarian and emergency response programming, including coordination with government counterparts, implementing partners and other stakeholders; and,
- Prior work experience with international humanitarian organisations, non-governmental or government institutions/organisations in a multi-cultural setting is an advantage.
- Knowledge of project implementation, monitoring and reporting processes;
- Good drafting, reporting and administrative skills;
- Good communication, coordination and stakeholder liaison skills;
- Ability to work effectively with government counterparts, implementing partners, beneficiaries and community representatives;
- Good organizational and time-management skills; and,
- Proficiency in Microsoft Office applications, particularly Excel, Word and PowerPoint.

Languages

- Excellent speaking and writing in Myanmar and in English are required.

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies - behavioural indicators

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, and security clearances.

How to apply:

Interested candidates are invited to submit an application letter together with complete duly filled and signed Personal History Form (PHF) (copies of certificates and further documents are not required at this stage) to below address;

International Organization for Migration (IOM)

Mission in Myanmar – Yangon Office

No.50-B, Thiri Mingalar, 2nd street,
Ward 8, Kamayut Township,
Yangon, Myanmar
Tel: +95 9441440348, +95 9441440133 Ext: 5000
Email: hryangon@iom.int

Mandalay office

No.8/17, Hnin Si Road, Corner of 62A Street and 101A Street, Chanmyathazi Township,
Mandalay, Myanmar

Posting period: From 29 September 2026 to 12 October 2026

Female candidates and people living with disability are especially encouraged to apply.