

Job location : Hpa-An (Kayin Base)

Duration : Up to May 2026 (Extendable base on budget)

Vacancy opening date : 19th June 2025

Vacancy closing date : 27th June 2025

Salary and Benefit : 781 USD to 820 USD as per PUI salary scale

(Payment will be made in MMK based on the prevailing monthly exchange rate)

Première Urgence Internationale (PUI)

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, those hit by natural disasters, wars, and economic collapses, by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 6 million people in 25 countries in Africa, Asia, Europe, Latin America, and the Middle East: Health, WASH, Food Security and Nutrition, Shelter and Economic Recovery.

PUI has been working for the people of Myanmar on health and related issues since 1984, as Aid Medical Internationale (AMI). The merger of PU and AMI in 2011 strengthened our ability to provide integrated, multi-sector approaches utilizing the combined organisations' experience resulting in more diverse programming and intervention possibilities. PUI's mandate to respond to emergencies remains a priority, while maintaining a longer-term development focus to adapt to the contextual needs of the population in Myanmar. Specifically, PUI has been running an HIV prevention activity for Key population in Yangon region for over 10 years, linked to a malnutrition prevention program. In Kayin, PUI focus on primary health care, nutrition, WASH activities. In Shan, PUI focus on SRHR activities for general population. Today, the mission consists of 7 projects.

Job Purpose

The Project Manager oversees the implementation and management of specific projects in a designated location. They serve as the lead for a project, directly supervising the project team. Reporting to Field Coordinator, the Project Manager must possess effective English communication skills, be highly organized, and demonstrate punctuality. The role demands the ability to work efficiently under pressure, exercise independent judgment, and operate without constant supervision. Additionally, the position requires budget management skills, a strong understanding of Monitoring and Evaluation (M&E) systems, and coordination with relevant authorities, local communities and project stakeholders. Specific projects could include CCDS, WFP, ECHO.

Responsibilities

Health and Nutrition Counselling with Social and Behavior Change

- Strengthen social and behavior change approach of PUI to communities for health and nutrition
- Conduct necessary assessment on stage of behavior change of patients and communities
- Conduct individual and group counselling sessions of Infant and Young Child Feeding (IYCF) practices, health and WASH practices, family planning, diseases and other health and nutrition topics
- Innovate health and nutrition counselling approaches to be efficient
- Support training of SBC approaches to Community Health Workers or communities
- Support mental health to patients and caretakers of malnourished beneficiaries according to mental health and care practice guidelines
- Conduct exit interview of beneficiaries in clinics if necessary
- Support MEAL team in conducting CFRM awareness sessions and FGDs

Project Management

- Participate in development of new proposal writing process and gather the necessary primary and secondary data information from partner organization and stakeholders
- Conduct regular field visits to project sites in Kawkareik and Hlaing Bwe or hard to reach areas in Kayin State.
- Lead in situational analysis and explore the service gap in implementing area
- Organizes, plans, implements and monitors the activities according to the project proposal and work plan using project management tools
- Closely coordinate, supervise and support the project team to enhance the achievement of project objectives and indicators while adhering to the project budget
- Ensure the compliance of the project with humanitarian principles and cross-cutting topics (gender, protections, do no harm, inclusion of persons with disabilities, and environment protection) mainstreamed at all steps of the project cycle
- Review project work plan and indicator to accomplish interventions of the project as planned
- Perform regular field supervision, analysis of reports and data, identify project needs, and together with the team address problems that are identified
- Keep records of activities and report periodically on project progress with recommendations in a timely manner
- Accumulate monthly project achievement data and write monthly project achievement report including quantitative and qualitative data and submit to Field Coordinator

Consortium Coordination

- Represent PUI in donor and consortium meetings with other INGOs and local NGOs
- Support coordination and management of collaborative activities with CBOs
- Make sure technical support of project and budget management of partners as needed as

Representation and coordination

- Liaises with relevant authorities regarding project operational and activities
- Participates in cluster meeting with other agencies in project office area and share update information to supervisor
- Coordinates regularly with PUI Coordination office in Yangon including Logistics, Finance, HR, MEAL, Health, WASH, FSL, and Grant focal points

Team Management

- Review monthly staff field activity and planning
- Conduct the evaluations of the project staff and participates actively to the recruitment of new staff with Coordination technical focal point
- Provide team members with personal follow-ups to ensure appropriate delegation and staff development
- Identify the team needs and organizes appropriate trainings and workshops
- Lead regular project team meetings and shares the information with the Field Coordinator and Coordination Technical focal points
- Ensure a good communication flow within the teams and with Coordination Technical department

Financial management

- Extremely careful monitoring of expenditure to follow donor rules and regulations in line with budget
- Able to forecast if budget change required in advance so PUI can request from donor modifications
- Forecast and review budget activities on a monthly basis
- Ensures regular budget monitoring according to the project budget lines
- Follows up the payments to the suppliers and contractors for the activities
- Conduct monthly project Budget verse Actual meeting with base Finance and Field Coordinator

HR Management

- Make sure the project staff are compliance with Human Resource policy's work place nature
- Sharing the information timely about safety and security for the staff which receiving from Field Coordinator or designated focal point
- Make sure sharing monthly HR allocation table and make the validation of project staff monthly timesheets and submit to base HR focal point

Knowledge and experience

- The ability to start up a project, track budgets, monitor whole project progress, identify barriers and opportunities, communicate clearly and transparently, work independently and fast while adhering to PUI and donor policies and regulations are key elements of success in this project
- Demonstrated experience writing donor reports, concept notes, proposals, and other professional content Samples will be required for review for shortlisted candidates

- Previous experience demonstrating a track record of identifying and securing new funding opportunities
- Proven experience in collaborating with internal and external stakeholders, fostering positive relationships with donors, partners, authorities, and relevant entities

Requirements

- Minimum Qualifications include a completed bachelor's degree. A relevant Master's Degree will be a plus. Additional years of relevant experience may offset the advanced degree.
- Proven organizational skills, with the ability to meet tight deadlines and balance multiple priorities. Demonstrated ability to work in a self-directed, results-oriented environment at a fast pace.
- Fluency in English and Myanmar required; additional local ethnicity languages skills are a plus.
- Experience working on and/or knowledge of any of the following sectors preferred: Health, Nutrition, Food Security, Emergencies, Displacement.
- Demonstrated experience managing budgets over 100,000 USD and following donor compliance.
- Experience working in local area context and or local area residential preferred.
- Experience working with emergency programs of health and nutrition is a plus.

Due to the specific work of Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here, **the Project Manager** is requested to stay at the organization's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in concordance with the development of the programs.

To Apply Online, please access via this link,

[KYN/PM/HN/20250619 - Google Forms](https://kyn/pm/hn/20250619)

- Applications from all origins, religion, gender, age, People Living with HIV
- Women and people with disabilities are encouraged to apply.
- Parents with small children can be provided with some flexibility. Every application will be reviewed as per the qualification, experience necessary for the position only.

Physical address submission: CV and cover letter can be sent to below address

Coordination office, No. (91-G1), Than Lwin Street, Golden Valley, (1) ward, Bahan Township, Yangon

(OR)

Kayin Office, No (7-Ka-254), Mann Ba Khine Street, Ward-7, Hpa-An Township, Kayin State.

"Any difficulties when applying, please contact via phone call +95 9880893850."

Please mention the applied position in Subject if you send your application via email.

Only short-listed candidates will be contacted for next selection process.