

**Job location** : Mandalay

**Duration** : Up to end of Sep 2025

**Vacancy opening date** : 19<sup>th</sup> June 2025

**Vacancy closing date** : 25<sup>th</sup> June 2025

**Expected start date** : 01<sup>st</sup> July 2025 (candidates must be available to start soon  
(no one-month notice))

**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.

### **Responsibilities**

#### **Project Management**

- Participate in development of new proposal writing process and gather the necessary primary and secondary data information from partner organization and stakeholders
- 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

### **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 and Grant focal points

### **Team Management**

- Review weekly/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;

- Experience working on and/or knowledge of any of the following sectors preferred: SRHR, MNCH, Nutrition, Primary Health Care.
- Demonstrated experience managing budgets over 100,000 USD and following donor compliance.
- Experience working in local area context and/or local area residential preferred (Mandalay).

Due to the specific work to Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here, Project Manager is requested to stay at the organisation'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,

[MDY/PM/HN/20250619 - Google Forms](#)

- 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.

**CV with cover letter and relevant certificates can be sent to:**

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

**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.