

## VACANCY ANNOUNCEMENT OF

### Program Manager

World Concern is a US-based global disaster response and sustainable community development agency. Our mission is to transform the lives of those facing the most profound challenges of extreme poverty into lives of abundance through disaster response and sustainable development projects. Since 1995, World Concern Myanmar has been actively working in Kachin and Shan States and Mandalay Region focusing on health, nutrition, food security, protection, clean water and sanitation, livelihood development, and environmental justice and protection.

We are seeking **motivated, efficient, experienced, and dedicated national employees** to join our passionate team at World Concern Myanmar in the following position:

<b>Position</b>	<b>: Program Manager</b>
<b>Reports to</b>	<b>: Country Director</b>
<b>Location</b>	<b>: Country Office, Yangon, Myanmar (with frequent travel to affected earthquake and project areas)</b>
<b>Duration</b>	<b>: Emergency Response Short-term Contract (Possible To Extend)</b>

#### Why Join Us?

- **Make a Difference:** Be part of a mission-driven organization that impacts lives and communities.
- **Professional Growth:** Opportunities for learning and development in a supportive environment.
- **Collaborative Culture:** Work with a team of dedicated professionals who share your passion for helping others.
- **Comprehensive Benefits:** Enjoy a competitive salary and benefits package.

**Purpose:** Guided by World Concern's global strategic plan, the Program Manager provides leadership and direction to World Concern Myanmar in operation and management of area development programs and multi-sectoral projects coordinating with technical specialists, project managers and area managers. The Program Manager leads in develop projects and programs designs and strategies, exploring funding opportunity and meeting with donors, recruitment and management of project managers and technical specialists in country office and areas managers in field offices, strengthen the capacity of staff, monitor outcomes and progress of the program team to achieve the organization's goals.

#### Key Responsibilities:

- Develop holistic strategies and designs by facilitating other sectors: health, agriculture and livelihood, emergency relief and disaster response, child protection and women empowerment in collaboration with technical specialists.
- Lead to undertake assessments on pressing needs of Myanmar, mapping to define priority areas and issues, conduct partnership assessments to explore potential partners and religious groups and government counterparts.
- Facilitate to formulation of objectives and indicators for new projects collaboration with area managers, project managers, technical specialists and field staff.
- Develop draft staffing plans and budgets for new programs/project.
- Coordinate with HQ to have technical guidance and approval for project proposals in timely

manner.

- Liaise with donors for proposals submission, funding agreement and contract signing process and smooth implementation of the projects.
- Review draft donor contracts and provide feedback on these to Country Director.
- Responsibilities include managing at least three projects.
- Provide managerial support to area program managers in project inception phase including recruitment of staff, orientation trainings for staff, stakeholders' meetings, financial and other administrative management.
- Provide guidance to project managers and area managers in order to produce high level deliverables in line with approved proposals and to yield output, outcome and impact level results.
- Provide guidance to area managers in development of detailed implementation plan including procurement plans, technical support and staff capacity building plans and quarterly and monthly budgets.
- Review and approve quarterly and monthly activity plans, budgets and fund requests of implementing partners, project managers and area managers.
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- Ensure to develop a monitoring framework for each project/program including suitable forms and aggregation tools collaboration with a MEAL Manager and project managers/technical specialists.
- Ensure that implementation of WCM projects activities are community led and driven technically sound and sustainable as well as in line with current international best practice standards.
- Provide guidance to project managers to design and area managers to implement the projects using a project cycle management approach and ensure to undertake baseline assessment, mid-term evaluation and end of the project evaluation to produce evidence-based outcomes.
- Strengthen the collaboration and networking between government agencies, UN organizations, INGO/NGO, key stakeholders and local partners.
- Conduct monthly and quarterly program team meetings for monitoring the progress of projects activities and plan for next month collaboration with project managers and area managers.

#### Qualifications:

- Bachelor's or Master's degree in Development Study, Public Administration or Policy, Disaster Management, Humanitarian Assistance, or a related field.
- Additional studies in management, health, WASH or development preferred
- At least 5 years of experience in senior level management including people management, public health and multisectoral development projects, management including grants management.
- Effective liaison experiences with the government and donors
- Proven leadership in managing crisis situations and working in high-pressure environments.
- Strong coordination and negotiation skills with local and international stakeholders.
- Experience in logistics, security management, and field operations.
- Willingness to travel extensively to affected areas on short notice.
- Good communication, presentation and analytical skills
- Excellent interpersonal skills, and ability to handle multiple tasks and meet deadlines.
- Able to develop constructive and cooperative working relationships with others
- Good writing and verbal communication skills both in English and Burmese languages
- Willingness to assist as needed with other tasks and duties and learning different perspectives

If you are passionate about making a positive impact and meet the qualifications, we encourage you to apply for this exciting opportunity!

#### Application process

Interested candidates **must** fill up **World Concern's application form** and attached CV, Covering Letter to the following address or E-mail address with supporting documents.

World Concern Myanmar (Country Office)

No. 7/36 J, Golden Valley 1<sup>st</sup> Street, Golden Valley Ward (1), Bahan

Township, Yangon.

Email: [wcmhr@worldconcern.org](mailto:wcmhr@worldconcern.org)

**Due to the urgent nature of this position, applications will be reviewed on a rolling basis, and recruitment will be conducted as soon as a suitable candidate is identified.**

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

**Note:** Application submitted without these details **WILL NOT** be considered.

**Apply Now and be a part of something greater. Together, we can transform lives and communities.**

**Closing Date: 4 May, 2025**