

## Vacancy announcement

<b>Position</b>	<b>Sustainable Livelihood Project Manager</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Bangkok, Thailand (until receiving the visa) and then based in Yangon, Myanmar	<b>Type of contract</b>	Fixed Term
<b>Contract duration</b>	12 months (renewable)	<b>Security Risk Level</b>	Calm (1/4)

### About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,800 national staff 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

### Position context and key challenges

Since 2008, ACTED's has supported Nargis affected communities in their longer term livelihood recovery by providing technical training to farmers and fishermen, distributing livestock and poultry, providing vocational training, introducing aquaculture systems, assets replacement, rehabilitating community infrastructure and ensuring affected families have an access to a safe habitat.

In 2011, government-led liberalizing reforms in key sectors (labor, finance, media and administration) spurred new opportunities for Myanmar. In this evolving context, ACTED continues its support to cyclone-affected communities in the Delta while also broadening its focus to additional geographic and thematic needs. In Labutta, special focus was placed on supporting the most vulnerable households facing persistent challenges in food security. ACTED expanded the scope of its activities to the Dry Zone, one of the poorest regions of the country, addressing chronic food insecurity and restoring sustainable livelihoods through agricultural production and home gardening.

In 2012, ACTED diversifies and scales up its assistance in Myanmar. The mission focuses on issues of food security, economic development of vulnerable communities and response to any emergency related situation, both natural (community-based disaster preparedness) and man-made (humanitarian crisis in Kachin State). It also supports civil society actors to enhance their capacity to influence key policy areas, particularly those related to women and gender considerations.

To this end, ACTED has already started a country wide program aiming at strengthening the economic rights of women. Additionally, teams have started an intervention to support communities and local authorities in Southern Yangon region to be prepared to natural disasters. ACTED also continues its support towards food security and sustainable livelihoods in the Dry Zone. Furthermore, ACTED undertook an assessment mission to identify the support it can provide to conflict affected communities and IDPs in Kachin State.

### Key roles and responsibilities

The Project Manager ensures effective implementation and management of a 3-year Livelihood Project across Myanmar, ensuring it is implemented in a smooth and cost-efficient manner and in compliance with ACTED's and donors' procedures and legal requirements. The project aims at supporting conflict-affected individuals in Myanmar to address their most urgent humanitarian needs, whilst supporting "graduation" towards sustainable livelihoods, to strengthen vulnerable communities' long-term economic resilience. Through four phases of programming, ACTED will work, to meet critical food security, nutrition, and non-food item (NFI) needs; to support vocational training – focussing on innovative "green" job opportunities; and to promote the adoption of sustainable climate-smart agriculture techniques. The graduation package of economic development and vocational training initiatives will be facilitated and supported through the set-up of a collaborative ecosystem of partnerships for social entrepreneurship and local innovations in Myanmar, a flagship '3Zero House'. The Project Coordinator will ensure overall implementation and coherence of the project across all components, while working closely with a dedicated 3Zero House Coordinator for the final 3Zero House element of the project.

#### 1. Project Planning

- a) Develop overall project implementation strategy, systems, approaches, tools, and materials
- b) Organize project kick-off and close-out meetings
- c) Plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives

## **2. Project Implementation Follow-up**

- a) Oversee and manage the implementation of the project ensuring that technical quality and standards are considered and respected during project(s) implementation
- b) Organize regular project coordination meetings with project team
- c) Ensure budget utilization and physical target achievements are reviewed at least once a month as per work plan
- d) Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts
- e) Ensure that the project is implemented in accordance with relevant ACTED technical guidelines and standards
- f) Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation
- g) Regular update the work plan, output tracker, PMF and other documents relevant for effective project management

## **3. Administration and Operational Management of Project Implementation**

### 3.1. Finance

- a) Review the BFU(s) and provide accurate forecasts with BOQs
- b) Forecast monthly cash requirements of the project and submit to AC

### 3.2. Logistics

- a) Contribute to the development of Procurement plans
- b) Send accurate and precise order forms in a timely manner
- c) Contribute to quality checks and procurement committees to finalise suppliers' selection according to applicable scenario
- d) Confirm quality of material selection if and when applicable
- e) Ensure a proper management and use of the project assets and stocks
- f) Plan team movements based on available fleet and applicable policies

### 3.3. Administration/HR

- a) Participate in the recruitment of technical staff (development of organigrams, ToRs, elaborating the tests and reviewing them; interviews etc)
- b) Ensure that project staff understand and are able to perform their roles and responsibilities
  - a) Follow-up the work plans and day-to-day activities of the project staff
  - b) Manage the project staff in cooperation with Area Coordinators
  - c) Ensure a positive working environment and good team dynamics
  - d) Undertake regular appraisals of staff and follow career management
  - e) Manage interpersonal conflicts
  - c) Ensure capacity building among staff in relevant sectors

### 3.4. Transparency

- a) Ensure project records and documents (Flat files, beneficiary list, donation certificates, attendance sheets etc) are adequately prepared, compiled and filed according to ACTED procedures
- b) Ensure staff awareness of, and respect of, ACTED's code of conduct and FLATS procedures

### 3.5. Security

- a) Ensure that each member of the project team is aware of security issues, policies, SOPs and they follow them accordingly
- c) In cooperation with the relevant Security Officer, monitor the local security situation and inform the Country Director or Area Coordinator and Country or Area Security Officer of developments through regular written reports;
- d) Contribute to the updating of the security guidelines in the project area of intervention;

## **4. External Relations**

- a) Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation
- b) Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- c) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner
- d) Where relevant, liaise with donors and work closely with partners on project updates, site visits and other communication
- e) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others

## 5. Quality Control

- a) Assess the activities undertaken and ensure efficient use of resources;
- b) Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of project activities
- c) Ensure lessons learned are documented, shared and reflected in project planning and decision making
- d) Advise on, and assist with, project reviews conducted by AMEU
- e) Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development
- f) Identify and analyse gaps, ACTED's added value, synergies and opportunities in the areas the project(s) is / are implemented and pass relevant information to the N+1

## 6. Reporting

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members
- b) Draft (internal) narrative reports and contribute to the development of financial reports through regular budgetary follow up.
- c) Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided

## Required qualifications and technical competencies

- At least four years of field experience in program management and coordination
- Demonstrated communication and organizational skills  
Ability to train, mobilize, and manage experienced staff;
- Flexibility and ability to multi-task under pressure;
- Ability to work well in unstable and frequently changing security environments;
- Willingness to work and live in often remote areas under basic conditions;
- Proven ability to work creatively and independently both in the field and in the office;

## Conditions

- Salary between 2250 and 2350€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Contribution to a housing allowance of up to 75% of ACTED benchmark or accommodation and food provided in ACTED guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

## How to Apply

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: PM Livelihoods/MYA**