



JOB VACANCY

Position Title	Project Manager – Water for Women (WfW) Project
Location	Yangon, Myanmar with field travel
Hours	Full time (38 hours per week)
Employment Status	Time bound contract, Initial 1 year subject to extension with Competitive INGO salary
Start Date	November 2018
Office Address	N0.33, Thiri Mingalar Road, Ward (8), Kamayut Township, Yangon, Myanmar
Others	Women are encouraged to apply

About WaterAid Myanmar

WaterAid Myanmar (WAMM) was established in early 2016. With its innovative programs aimed to contribute towards delivery of universal access to water, sanitation and hygiene in Myanmar WAMM seeks to strengthen sustainable delivery of WASH services through its diverse partnerships and its facilitative work approaches.

Our Vision

WaterAid's vision is a world where everyone, everywhere has safe water, sanitation and hygiene.

Our Mission

Our mission is to transform the lives of the poorest and most marginalised people by improving access to safe water, sanitation and hygiene.

Our Values

Everything we do is shaped by our values:

- Respect
- Accountability
- Courage
- Collaboration
- Innovation
- Integrity

The Project in Brief : The Water for Women Project “Supporting Safer births in Myanmar”

This project seeks to improve the quality and safety of health care at the time of child birth. The project focuses on (1) support for strengthening health systems and (2) quality improvements within hospital settings in Ayeyarwady region in Myanmar. The project will support improvements in WASH in hospitals required for a safe, compassionate and dignified birth environment, including hygiene behaviours and practices, and gender and socially inclusive (GESI) WASH facilities. The work entails working with health facility staff including managers, health care workers, auxiliary and cleaning staff to improve hygiene and cleanliness throughout the facility, to reduce infection transmission and to improve the health and wellbeing of mothers, newborns and staff. At the macro level, the project will aim at s a systems-strengthening approach.

We will work with central level MoHS to ensure health policies, standards, monitoring frameworks and training are designed to adequately address and maintain GESI WASH sustainably in HCFs. The project has an institutional focus, although where feasible we will align with local community based interventions.

WaterAid Myanmar will lead this project in partnership with other international organisations JPIEGO, SOAPBOX.

Project Manager – Water for Women

WaterAid Myanmar seeks a competent candidate for post of Project Manager who will provide overall leadership to the project (along with project partners) to ensure quality implementation of activities in accordance with approved project proposal and as per agreement made with the donor.

Job areas	Key Performance Areas
Program Management	<ul style="list-style-type: none"> • Lead project in collaboration with project partners: Project planning and coordination to ensure timely and quality implementation of all program activities in accordance with the Project Design Document, Implementation Plan, Budget and relevant organizational and national policies, standards and guidelines. • Build a strong partnership based on agreed principles and maintain open and effective communication amongst the project partners and team, enable an effective learning and sharing culture; and manage mutual arbitration and conflict resolution if required. • Provide strategic guidance in standardization and harmonization of project methodologies and approaches across the project partners as necessary to ensure coherence and consistency in implementation. • Provide managerial direction and guidance in line with the project's expected outcomes • Develop specific strategies for cross-cutting and inclusion along with technical experts on issues related to gender, age, disability, and other factors. Prioritise and monitor a conflict-sensitive approach in project implementation. • Coordinate the Project Governance Structures including the Leadership Group and Working Group, as per the agreed TORs; and ensure the Leadership Group remains well informed about progress and developments, particularly those relating to risk management. • Study the external environment and provide regular feed back to the project team and partners to strengthen and improve quality of planned interventions and mitigate risks. • Regularly explore the scope for possible partnerships between the project and various governmental and nongovernmental organisations for effective implementation and enhanced sustainability of the project • Ensure all project documentation, including programme and financial documents, is kept updated and well organized for future reference (including audits). • Ensuring compliance to the organisations' policies and procedures, such as Fraud, Child Safeguarding, Health and Safety, Water Quality, etc.
Monitoring & Reporting	<ul style="list-style-type: none"> • In collaboration with the Monitoring & Evaluation staff, oversee the design and effective implementation of the project monitoring and evaluation framework in line with the project TOC and agreed indicators • Ensure quality, accurate and timely reporting (financial and programme) from all partners, as per the agreed reporting schedule and formats and oversee the consolidation of donor reports. • Maintain an overview of all project expenditure and support the WaterAid Myanmar finance team to consolidate project financial reports • Analyse reports and ensure management actions are discussed, agreed and followed up; and that monitoring data is used for learning and project improvement. • Provide reporting on exceptional basis with action recommendation where necessary • Undertake regular monitoring visits to project areas and provide recommendations for strengthening programming. • Coordinate with WaterAid technical support staff (in UK and Australia) for technical monitoring and support. • Monitor the implementation of relevant guidelines, policies and standards.
Sector Engagement, Advocacy, Learning and Communications	<ul style="list-style-type: none"> • Build and manage relationships with key stakeholders in the region and at national level. • Support people centered advocacy, related processes and campaigns in the region.

	<ul style="list-style-type: none"> Facilitate convergence and leverage of support from other sources Update organisation internally on local developments and inform external players of WaterAid updates Represent WaterAid and the Project in relevant forums and communication channels to build the profile of the Project and share learning and progress for influencing
Technical Support and Capacity Development	<ul style="list-style-type: none"> Support partners in setting up project management systems in accordance with WaterAid guidelines Ensure adherence to technical and programme standards and quality Coordinate with Policy team and Programme Support Unit for technical monitoring and partner capacity building.
Documentation, Communication, Liaison and Networking	<ul style="list-style-type: none"> Analyse the issues and outcomes and disseminate the learning from the projects. Identify and encourage activities that are innovative and with learning aspects Ensure documentation of project activities and impact through development of case studies, e-newsletters and other communications products and sharing of these with key stakeholders (including through social media) Develops project advocacy strategy in collaboration with the Project Managers Team and the Steering Committee Develops strategic partnerships with thematic working groups, donors, civil society organisations and government agencies and departments in the field of Health, WASH and social welfare.
People Management	<ul style="list-style-type: none"> Build a cohesive and committed team, through effective motivation, participatory decision-making, and collaborative communication to promote staff productivity, working enthusiasm, and creativity. Undertake recruitment of staff under supervision and support partners with recruitment as appropriate Plan performance KPIs and reviews with staff, and provides induction, training, coaching, mentoring, and advice to ensure that they understand and can carry out their responsibilities effectively. Recruit and line-manage consultants hired Assess areas for capacity enhancement for project team and partner staff and facilitate support as necessary.
Financial Management	<ul style="list-style-type: none"> Ensure and check the project's financial status and financial reports from all partners /Members as per the agreed reporting schedule, and oversee consolidation of project financial reports Maintains an overview of all project expenditure and supports the WaterAid Myanmar finance team to consolidate project financial reports Ensures that the workplan conforms with the project budget Ensures that all financial documents are kept in an orderly fashion for future reference in case of auditing by Donors and or WaterAid International
Qualification, Experience, Knowledge, Skills, Behaviours	
Educational Qualifications and work experience	<ul style="list-style-type: none"> Post-graduate degree in social sciences, rural/urban development, economics, water/health management, environment, social policy, engineering from a reputed university/institute or equivalent management working experience in the development sector
Essential knowledge, skills and experience	<ul style="list-style-type: none"> At least six to eight years management experience in the development sector at a senior level within / SEA. Project management experience will be preferred. Demonstrated ability in managing task teams. Demonstrable technical expertise in WASH, Gender, Communication, participatory planning, development and Resilience, Monitoring and Evaluation. Strong working knowledge of inclusive methodologies preferably on WASH.

	<ul style="list-style-type: none"> • Experience in NGO partnerships, networking and alliance building processes • Experience in coordinating/dialoguing with state and district administration • Experience in program monitoring and report writing. • Strong ability to manage project budget. • Experience in training need assessment, curriculum development and delivering training workshops for Hospital staffs. • Excellent communication and writing skills including major donor reporting • Excellent working knowledge of managing relationships with governments especially with health sector. • Experience of managing and coordinating /partnership with a wide range of diverse partners including non- native English speakers • Diplomatic approach and ability to negotiate/influence • Good understanding of and sensitivity to different cultures, values and traditions • Commitment to WaterAid's mission, vision, beliefs & values and its operating policies and procedures •
Desirable knowledge and experience	<ul style="list-style-type: none"> • Familiarity with history, dynamics and Myanmar work context, including through direct experience of working in Myanmar, familiarity in managing projects in Myanmar with diverse stakeholders- government, NGOs, INGOs and CBO partners.
Attitude/ Behaviours-	<ul style="list-style-type: none"> • Commitment to Safe guarding. • Well aligned to WaterAid values of integrity, respect, collaboration, courage, accountability and innovation. • Commitment to gender, diversity and multicultural • Positive and open minded • Excellent interpersonal skills, collaborative style and ability to forge new relationships. • Interested in learning and keen to improve. • Demonstrated integrity, reliability and trustworthiness • Self-motivated, and ability to work flexibly and achieve results
Child Safeguarding Policy	<ul style="list-style-type: none"> • The successful applicant must be required to comply with WaterAid Child Safeguarding Policy.
Physical Environment and Demands: Frequent local travel and possible international travel.	

Applications

Closing date: 10 October 2018 (Wednesday)

Applications for this role must comprise of:

- An application letter addressing the experiences on above mentioned job responsibilities, Qualifications, (maximum 2 pages);
- A curriculum vitae (maximum 4 pages). The CV must include at least two professional referees (referees will not be contacted until after interviews, with permission from the candidate).

And

- Please also note that late or incomplete applications will not be accepted and only shortlisted candidates will be contacted.
- Any personal contact trying to influence the selection process will disqualify the candidacy.
- Successful candidates will be called for written test and interview. Interviews will be held in the WaterAid Myanmar office in Yangon or via Skype. Written test and Interview will be held in the WaterAid Myanmar office in Yangon or via Skype.
- A second interview may be requested if required.

WaterAid is committed to welcoming people from the widest possible diversity of backgrounds, culture and experience. We will make any practical adjustments to enable people with a disability to participate fully in an inclusive working environment. Please let us know if you have a disability and require any special assistance in making your application or attending an interview.

Email applications to: myanmarjobs@wateraid.org by 5pm Wednesday, 10 October 2018. The subject line of your email should read as **“Application – WfW Project Manager”**