

## Mangrove and Environment Rehabilitation-conservation Association (MERA)

<b>Post Title</b>	<b>Project Manager, WAVES Project</b>
<b>Employment Term</b>	<b>1 Year contract with possibility of extension</b>
<b>Duty station</b>	<b>MERA Office, Yangon with intensive visits to project sites as needed</b>
<b>Application Deadline</b>	<b>13 March 2026 (Friday), 23:59 Hour</b>

### Terms of Reference

#### **Responsibilities:**

Under the overall supervision of the Chief Executive Officer (CEO) and direct supervision of the Program Manager (PM), the Project Manager (PjM), WAVES Project is responsible for the following duties: -

1. Oversee daily project operations and coordination with project lead organization.
2. Prepare project's annual work plan and budget, monitor the project activities against the work plan, M&E plan, Theory of Change and indicators by regular field visits to project areas
3. Liaise with local stakeholders, including relevant authorities regarding project operational and activities.
4. Prepare consolidated project progress and financial reports.
5. Ensure timely and high-quality implementation of project activities in line with the requirements of donors and MERA, and review the budgets, cash flows and obligations to ensure that they are met on time.
6. Coordinate, supervise and support the project team to enhance the achievement of project objectives and indicators while adhering to the project budget and conduct the evaluations of the project staff.
7. Manage to organize and prepare to conduct training needs and to deliver orientation and basic training sessions for community.
8. Supervise to ensure to arrange logistics, take participant lists, record meeting minutes and other related documents in meetings, workshop and training when necessary.
9. Manage to organize community labor or mobilize local support during the implementation of project activities.
10. Oversee to maintain secure, organized, and confidential records in line with data protection protocols.
11. Manage project resources to be in line with the policies of donors and MERA, standards of ethics, integrity, transparency, accountability, and financial sustainability.
12. Coordinate with HR & Logistic Team for hiring consultant/resource person, onboarding, timesheet management, leave tracking and other logistic arrangements.
13. Work with the Finance Team to prepare financial documents and to support field-level financial transactions, petty cash, and monthly financial reporting to ensure proper documentation and compliance with financial procedures.
14. Ensure regular budget monitoring according to the project budget lines to follow donor rules and regulations.
15. Follow up the payments to the suppliers and contractors for the implementation of project activities.
16. Work with M&E Manager to develop M&E plan by using relevant M&E tools to align with project work plan.
17. Facilitate visits by senior staff, donors, M&E and external stakeholders to the project areas.
18. Representing WAVES project and MERA during all stakeholders' meetings, workshops and training.
19. Participate in the relevant staff meetings of WAVES project and MERA.

20. Manage project risks, feedback mechanism, support staff safety and security initiatives, utilize an adaptive project approach, and support operational problem-solving.
21. Ensure field staff are aware of safeguarding, Code of Conduct, procedures, and promote a zero-tolerance approach to misconduct.
22. Maintain emergency communication and contact lists and prepare contingency plans as needed.
23. Perform any other duties as instructed by the Program Manager and CEO of MERA.

**Qualifications:**

- a. Myanmar nationality, preferred age between 30 -50 years
- b. Preferred post-graduate degree related to one of the subjects such as Forestry, Agriculture, Natural Resource Management, Development Studies, Economics, and Public Policy
- c. Minimum working experience of 4 years in development projects with a minimum of 2 years in responsible management position. Preferable development project experiences include Sustainable Livelihood, Food Security and Natural Resource Management and Conservation, specifically mangrove restoration activities
- d. Professional experience in project cycle management including participatory planning, implementation, monitoring and evaluation of projects
- e. Experience in budget planning and financial management
- f. Strong familiarity in networking with government, and other national and international agencies
- g. Strategic, transparent, and flexible in thinking and working process
- h. Fluency in spoken and written English and Myanmar
- i. Skill in use of internet, Microsoft Office Package, Spreadsheets and Database software
- j. Excellent team player and social skills