Mangrove and Environment Rehabilitation-conservation Association (MERA)

JOB VACANCY ANNOUNCEMENT

Date: 13 November 2026

The Mangrove and Environment Rehabilitation-conservation Association (MERA) is a national environmental network comprising 23 environment-related local non-governmental organizations (NGOs) in Myanmar. MERA works to rehabilitate degraded ecosystems, protect biodiversity and promote environmental governance through coordination, capacity strengthening, community engagement and collective action.

With support from the Critical Ecosystem Partnership Fund (CEPF), MERA is implementing a 24-month project entitled **"Empowering Myanmar CSOs through Mentorship and Network-led Biodiversity Conservation"**. The project aims to strengthen the capacity, networking and collective action of local Civil Society Organizations (CSOs), Community-Based Organizations (CBOs), Indigenous Peoples and Local Communities (IPLCs), and emerging informal conservation groups in Myanmar. It focuses on biodiversity conservation, organizational development, mentorship, community engagement and collective responses to priority and emerging environmental threats.

MERA is seeking a qualified, experienced and motivated Myanmar national to fill the following position:

Position Details

Position Title	Project Manager
Number of Positions	1
Grant / Project	CEPF Grant No. CEPF-00035672
Employment Type	Full-time (100%)
Project Duration	1 October 2026 – 30 September 2028 (24 months)
Duty Station	MERA Head Office, Yangon, with frequent travel to project locations
Project Coverage	Myanmar, including priority conservation landscapes
Salary	1,500,000 to 2,000,000 MMK
Reports To	Project Supervisor / MERA CEO
Direct Supervision	Assistant Project Manager and Project Assistant

Key Responsibilities

- Lead overall project planning, coordination and implementation in line with the approved project proposal, work plan, budget and CEPF Grant Agreement.
- Coordinate biodiversity conservation awareness, CSO scoping studies, stakeholder engagement, mentoring and knowledge-sharing activities, including the Knowledge Sharing Hub and the Climate and Environment Technical Exchange Platform (CE-TEP).
- Strengthen the organizational, financial and technical capacities of MERA members, local CSOs and informal conservation groups through training, mentoring and institutional support.
- Build conservation networking and collective action among CSOs, CBOs, IPLCs and other stakeholders, and support the development and implementation of a conservation networking strategy and action plan.
- Coordinate and monitor sub-grant implementation with the Biodiversity and Nature Conservation Association (BANCA) and Friends of Wildlife (FOW), including review of progress and financial reports, monitoring visits and follow-up on compliance.
- Coordinate biodiversity conservation initiatives with partners in Paleik Inn Freshwater Wetland (Mandalay Region) and Indawgyi Lake Wildlife Sanctuary (Kachin State), addressing habitat degradation, wetland and fisheries conservation, and community participation.
- Support the establishment and capacity development of Women for Biodiversity groups; promote women's and youth leadership and the meaningful participation of Indigenous Peoples and Local Communities.
- Ensure effective monitoring, evaluation, accountability and learning (MEAL), maintain indicator-tracking and project records, document lessons learned and use monitoring findings to improve implementation.
- Monitor project expenditure and cash-flow needs in coordination with the Finance Team; ensure appropriate use and documentation of project resources in accordance with approved budgets, CEPF requirements and MERA procedures.
- Prepare timely work plans, progress updates, semi-annual progress reports and inputs to quarterly financial reports; coordinate final reporting and maintain complete project documentation.
- Promote compliance with environmental and social safeguards, gender equality, social inclusion, safeguarding and grievance procedures; identify and report risks, incidents or compliance concerns through appropriate organizational channels.
- Lead and support the project team, maintain effective working relationships with MERA management, member organizations, partners, sub-grantees and relevant stakeholders, and report progress and significant issues to the Project Supervisor.

Required Qualifications and Experience

- Bachelor's degree in Forestry, Environmental Science, Natural Resource Management, Biodiversity Conservation, Development Studies or a related discipline. A Master's degree in a relevant field will be an advantage.
- At least five years of relevant professional experience in project management or coordination, preferably in donor-funded environmental or biodiversity conservation, natural resource management, community-based conservation or CSO development projects.
- Demonstrated experience in project planning, implementation, budgeting, monitoring, evaluation and reporting.

- Experience in organizational development, institutional strengthening, capacity building, mentoring and working with local CSOs, CBOs, community groups and networks.
- Experience coordinating multiple stakeholders, implementing partners and sub-grantees; experience in sub-grant management is an advantage.
- Good understanding of biodiversity conservation, ecosystem and wetland management, community-based conservation and sustainable livelihood approaches.
- Good understanding of donor-funded project management, financial accountability, compliance, environmental and social safeguards, gender equality and social inclusion.

Skills and Competencies

- Strong leadership, team management, planning, coordination and organizational skills.
- Excellent facilitation, training, mentoring, communication, analytical and problem-solving abilities.
- Good written and spoken English and Myanmar language, including report-writing skills.
- Proficiency in Microsoft Office applications, particularly Word, Excel and PowerPoint.
- Ability to work independently, manage competing priorities and deliver results under pressure.
- Willingness and ability to travel to project implementation areas, subject to security and operational conditions.
- Commitment to gender equality, social inclusion, accountability, safeguarding and participatory approaches.

Desirable Qualifications

Experience managing CEPF, EU, UN or other international donor-funded projects; familiarity with the CEPF Indo-Burma Hotspot and Key Biodiversity Areas (KBAs); and experience in biodiversity conservation partnerships or sub-grant coordination will be an advantage.

Application Process

Interested candidates are invited to submit the following documents:

1. A cover letter explaining their suitability for the position.
2. An updated Curriculum Vitae (CV) highlighting relevant qualifications and experience.
3. Contact details of two (2) professional referees.

Application Deadline: 1st December 2026, 16:30 Myanmar time

Email Submission: mern.myanmar@gmail.com , mernmyanmar2009@gmail.com

Email Subject: Application for Project Manager – CEPF-00035672

Please address the application to:

Central Executive Committee
Mangrove and Environment Rehabilitation-conservation Association (MERA)
Building (56/B, 57/A), 4th Floor, Thuta Street, Ward-14/4, Wadioo Condo, South Okkalapa Township, Yangon, Myanmar.

Important Notes

- Only shortlisted candidates will be contacted for an interview. MERA regrets that it may not be able to respond to individual enquiries regarding application status.
- MERA is an equal opportunity employer and encourages qualified women and candidates from diverse backgrounds to apply.

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