

Roles and Responsibilities

Key Accountabilities:

- Overall MA-UK focal point of the project in Sittwe and Pauktaw Townships in Rakhine State. Leading on implementation activities, budget and project documentation in line with proposals, strategies and donor requirements
- Adherence to MA-UK policies guidance and procedures
- Identification of needs in coordination with other consortium members for project expansion
- Technical and operational support to quality programme implementation
- Networking and partnership building
- Innovation, knowledge management and capacity building
- Liaise and collaborate with relevant local authorities and other key stakeholders.

Specific Responsibilities

The Project Manager will oversee project cycle management and quality control of the project in Rakhine. The key responsibilities will include but not limited to;

Support Programme Implementation,

- In line with the Consortium agreement, collaborate with key partners at all stages of the project cycle to ensure the implementation of a timely and high-quality Shelter, NFI, Site Improvement Education/WASH activities in the target areas
- Support day to day oversight of MA-UK roles within the Consortium led Integrated Shelter, WASH, Education and Protection Response Project. Ensuring MA-UK implements its delegated activities in ways that are responsive to communities and children's WASH needs, in line with MA-UK's principles, values and meeting industry standards
- Applying internationally recognised standards in Shelter, EiE and WASH, alongside key accountability and quality structures of CHS and SPHERE standards
- Contribute to the development of Rakhine Area and Emergency Response strategies, initiate and participate in the development of relevant emergency and development proposals, in collaboration with Rakhine Programme Manager and Senior Programme Coordinator.
- Support the preparation of situation analysis's for MA-UK's general Emergency Response and Development programmes, to ensure that current and comprehensive data on key issues is available to guide MA-UK's strategic policy, advocacy and development efforts in programmes.
- Identifying gaps in Shelter, Site Improvement, education/WASH service provisions and advocate with relevant authorities and clusters for service provision.
- Support innovation and change approaches if necessary
- Contribute in the preparation of budgets, raising procurement requests
- Review BvAs and work with the Senior Programme Coordinator and Grants Coordinator to make the required re-alignments in line with MA-UK and Donor regulations.
- Ensure that project documents are correctly completed, approved and archived both in soft and hard copies