

## Call for Expression of Interest CARE International in Myanmar



Date: 12<sup>th</sup> March 2015

### Terms of Reference: Consultant – Program Development Assistant

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Location of assignment: Yangon, Myanmar  
Duration of assignment: 3 months  
Responsible to: Assistant Country Director - Programs

#### Background

CARE has worked in Myanmar since 1995. CARE Myanmar's strategy identifies the empowerment of women as a key pathway to equity. Through initiatives at national and local levels, and through our work in building partner and civil society engagement in women's empowerment, CARE Myanmar focuses on positive changes at the individual, relationship and structural levels, to fight gender inequality and social injustice.

#### Purpose of the consultancy

The purpose of the consultancy is to support the Assistant Country Director – Programs in the development and management of CARE Myanmar's projects especially with regards to proposal development and report writing. However, the successful applicant must be willing to be highly flexible and respond to requests as they arise.

#### Key Activities

1. Working with key staff and partners on proposal development and writing
2. Supporting the submission of donor and other reports
3. Other duties related to program administration

#### Timeframe

1 April to 30 June, 2015

#### Profile of Consultant

- Minimum 3 years of experience in program management of development projects
- Strong project design skills, including capacity to prepare logical, coherent, and consistent documents including logframes
- High degree of flexibility
- Fluent English writing and speaking skills
- Work experience in Myanmar an asset

Interested applicants are requested to submit a CV and cover letter outlining relevant experience to [philippa.beale@careint.org](mailto:philippa.beale@careint.org) by 27<sup>th</sup> March 2015. Due to the urgency of this position, applications will be short listed on a regular basis and we may offer the post before the closing date.

**(C002/March/2015)**

*CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.*

*CARE is committed to protecting the right of children. CARE reserves the right to conduct screening procedures to ensure a child safe environment.*