

Project Manager (part-time)

Job Title: Project Manager

Location: Remote, preferably within 2 hours of Indochina Time (UCT+7). No travel is required.

Hours: Part-Time (average of 5-10 hours/week)

Duration: 9 months (can be extended based on performance and funding)

Application Deadline: Sunday, 15th August

Expected Start Date: Immediately, 1 September 2021 at the latest

About Wedu

Wedu is a leadership development organisation that believes every woman who strives to reach her full leadership potential should have the opportunity to do so, and that a society where every talented woman has the opportunity to contribute to the best of her ability is a better society for all.

We nurture the leadership development of women in Asia by supporting their unique, lifelong journeys with mentorship, leadership development programs, access to opportunities, and funding for education. To date, we have supported over 3,000 women across Asia through our Leadership Development programmes and facilitated over 60,000 hours of mentorship.

About the IRC Mentorship Programme

This online, bi-lingual (Burmese and S'gaw Karen) mentorship programme will strengthen the resilience and build the confidence and leadership capabilities of 30 refugees (ages 18-25) living in five IRC camps along the Thai-Myanmar border. This will be the fourth mentorship cohort, building on the partnership established between Wedu and the IRC in 2018 and the three cohorts of refugees that have been supported since then. The programme objectives include:

1. Building 30 refugees' resilience by enhancing their personal strengths and nurturing supportive relationships through peer mentorship circles
2. Increasing 30 refugees' sense of agency through goal setting and one-to-one mentorship

About the Role

Wedu is looking for a bilingual Project Manager to lead this project in close collaboration with Wedu's mentorship team. We are looking for someone who is fluent in Burmese and English, has experience with refugees, and is able to work independently.

The Project Manager will supervise the Mentorship Associate and consultants and interns as needed. She/he/they will report to Wedu's global head of LEAD Programmes, currently being filled by the Executive Director, and collaborate closely with the Mentorships Programme Manager.

The Project Manager's responsibilities include, but are not limited to, the following:

- Lead project activities and resolve project-related issues
- Manage donor relations, along with grant management and reporting
- Engage participants and mentors through various digital platforms (50-60 people in total) with support from the Mentorship Associate and intern
- Manage MEL processes and produce activity reports as per donor requirements
- Proactively offer ideas and insights to improve the overall participant experience and project effectiveness
- Contribute to the preparation of materials for the participants, mentors and partners, with support from the MarComms Manager
- Hire and manage consultants as needed
- Ensure project success by accomplishing other tasks, as needed

Do you have what it takes?

You have at least 5 years of previous work experience in similar projects with displaced people, coupled with an entrepreneurial approach to work and strong communication skills.

- Fluency in Burmese and English (spoken and written)
- Prior experience working with refugees, asylum-seekers, and/or internally displaced people
- Demonstrated commitment to promoting gender equity and women's leadership
- Excellent interpersonal skills with a natural cross-cultural sensitivity and the ability to work with colleagues and partners in a cross-cultural environment
- Project management experience and the ability to proactively manage multi-site, multi-lingual projects
- Experience with inclusive and participant-centered programme design and implementation
- Self-starter with a strong work ethic and ability to work independently with minimal supervision
- Solid organizational skills with the ability to juggle multiple tasks, set priorities, effectively manage time, and meet deadlines required;
- University (bachelor) degree in relevant field - or equivalent experience

Preference will be given to candidates with:

- Fluency or proficiency in S'gaw Karen
- Prior experience working with refugees along the Thai-Myanmar border
- Prior experience implementing virtual programs and/or with youth programming
- Lived experience of internal displacement and/or seeking refuge/asylum
- Familiarity with safeguarding and gender-transformative programming

Apply Now!

We are looking to fill this position immediately and by September 1st at the latest. Interested candidates are invited to complete the application form on our website as soon as possible at [Careers - Join Our Team](#). If you are experiencing problems with the form, please email talent@weduglobal.org. We will review applications on a rolling basis until the position is filled.

Wedu is committed to cultivating a culture of inclusive leadership and we strive to build balanced teams from all walks of life. We celebrate the individual differences, life experiences, knowledge, innovation, self-expression, and talent that each employee brings. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ancestry, ethnicity, race, sex, gender identity and expression, sexual orientation, age, religion, marital status, disability, and beliefs.