

## Interim Head of Mission Myanmar (f/m/d)

### Stellenbeschreibung

arche nova e.V.- Initiative for People in Need is an independent non-profit and non-governmental organisation (NGO) from Dresden/Germany working primarily in the field of humanitarian aid, early recovery and development. Our main focus is on water, sanitation and hygiene (WASH).

Since September 2008 arche nova has been active in Myanmar. At the moment we are implementing projects in four different regions: Kachin, Kayah, Shan State and Rakhine State. Our main sectors are: WASH, DRR and basic infrastructure. For the implementation and coordination of arche nova's country program we are looking for a

### **Interim Head of Mission Myanmar (f/m/d)**

The overall responsibilities of the Head of Mission (HoM) include operational and program management, fundraising, human resources management, financial management, communication and representation of arche nova e.V. towards relevant authorities and other stakeholders. The HoM is based in Yangon, Myanmar, with visits to the coordination office in Thailand and project locations if the security situation allows. However, due to the current context in Myanmar remote management from outside of the county might be applied, if so most likely from the coordination office in Thailand.

**Position:** Head of Mission (HoM)

**Country Office:** Yangon, Myanmar

**Location:** Yangon with possible missions to the field and the coordination office in Thailand

**Reports to:** Head of International Programmes (HoIP), Teamlead Asia and Desk Manager Myanmar (DM)

**Supervises:** Senior Management Team (SMT): Head of Finance & Administration, Head of Programmes, Operational & Technical Advisor

**Start date:** as soon as possible, latest 15.05.2026

**End date:** 31.12.2026, 2 months' probation period

### Aufgaben

The duties include, but are not limited to the following:

## General duties, networking and security

- In cooperation with HQ, define and further develop a strategy to downsize our structure by the end of 2026 taking into consideration the specific Myanmar context
- Coordinate the general management of the mission and, in close coordination with HQ, the further development of the organizational structure.
- Foster a positive and accountable work environment, ensuring safeguarding of arche nova's assets and interests, and protection from loss arising from fraud, waste, weak administration and poor value for money.
- Represent AN (in person if allowed or online) with authorities, local and international NGOs, partners, forums, humanitarian clusters and project stakeholders.
- Ensure active participation of AN (in person if allowed or online) in relevant technical working groups, humanitarian cluster and forum meetings, delegating where appropriate.
- In collaboration with the Security Advisor and the Security Focal points monitor the programme implementation environment, including security, political, development and personnel issues that may affect implementation of the projects, and provide updates to the DM, the Teamlead Asia and Head of International Programs in a timely manner.
- Ensure promotion of arche nova's work through presentations, productions and dissemination of relevant visibility materials, tools and publications promoting arche nova best practices.
- Maintain regular communication with all relevant positions at HQ level.
- Ensure safeguarding of AN's assets and interests and protect from loss arising from fraud, waste, weak administration and poor value for money
- Guarantee the correct, efficient, and effective use of logistical, financial and human resources

## Financial Management and Compliance

- Ensure & control overall finance, procurements, and administration procedures in accordance to the AN Authority Matrix, AN Procedures and Policies and donors' requirements Overall controlling and monitoring of the Myanmar project and programme budgets
- Ensuring that the AN authority matrix is implemented correctly
- Main approver/signatory for all bank and cash transactions (e.g. payments, transfers, removal/adding of signatories, and other high level financial

transactions).

- Signatory of all contracts (e.g. employment, consultancies, contractors, PCAs, etc.),
- Ensure compliance with AN, donor and governmental rules and regulations.
- In collaboration with HQ and SMT contribute to the development of policy, guidelines, templates, SOPs and other management documents.

## Programme and Partner Management

- Provide overall oversight to ensure quality management of grants and projects according to AN's rules, policies and donor's requirements, in close coordination with SMT.
- In close collaboration with the SMT supervise and provide overall support and guidance to AN staff, including on identifying capacity strengthening, training and mentoring needs and opportunities.
- Provide overall oversight on local partner management, working closely with HoP, HoFA and O&TA to achieve set project objectives, and ensure compliance, good financial management, and organizational strengthening.
- Where appropriate and feasible visit to project sites for monitoring purposes.
- Actively participate (in person if allowed or online) in relevant project steering committees, consortium meetings and other relevant meetings as required.
- Ensure quality and timely communication and reporting with all relevant stakeholders such as donors, partners, authorities.
- Maintain existing partnerships
- Identify new funding opportunities and new occasions for technical partnerships with different stakeholders such as NGOs, Civil Society Organizations (CSO), Companies, in coordination with SMT.
- In close collaboration with the SMT guide and support the team to develop project ideas and formulate new project proposals.
- Ensure mainstreaming of relevant themes and strategic thinking and planning.
- Ensure innovative approaches are included in existing and future programmes in order to increase positive impact on the target groups.

## Human Resources, Administration and Capacity Building

- Overall Management of the team including being the lead for any disciplinary procedures of AN staff (e.g. issuance of warnings, terminations, suspensions, etc.), in close coordination with SMT and HR and Operation Officer.

- Ensure that internal review and exchange meetings are regularly conducted and documented
- Oversee knowledge management systems and respective documentation
- Direct line management and support for capacity strengthening and performance evaluations of SMT members: HoFA, HoP and O&TA.
- In close collaboration with SMT and HR oversee HR process and documents.
- In close collaboration with HR ensure that recruitment process is carried out in a timely and adequate manner, consistent with AN policy and according to Government guidelines.
- Facilitate and oversee capacity building, in-service training sessions, on-the-job training and mentoring support.
- In cooperation with the Government Relations & Operation Manager follow up the process to obtain legal documents (renewal of Registration and MoU) allowing AN to operate in the country.

### Voraussetzungen

- A College or University degree in Humanitarian/Development Studies, Economics, International Relations, Engineering or related
- Minimum of 5 years demonstrated experience in international emergency and development project management (> 2 years in a leading position), including security management responsibilities in insecure / volatile environments
- Proven knowledge of the Myanmar humanitarian, security and political context
- Firm understanding of donor compliance, reporting and proposal development (especially BMZ, German Federal Foreign Office, Europe Aid, ECHO, CBPF, UN Agencies)
- A broad understanding of roles and responsibilities of the international cooperation and humanitarian architecture including key actors, standards, clusters, donors
- Strong understanding and experience of security management in complex environments.
- Excellent team leader skills, guidance and support to the team
- Excellent communication skills in written and spoken English. Good level of Burmese and/or Knowledge of German, is a strong asset.
- Sensitivity to cultural differences and the ability to work in a culturally diverse team
- High degree of intercultural competences and conflict-sensitivity, strong sense of integrity and sensitivity towards the needs of vulnerable groups

- Having the ability to work under pressure and changing project environment.
- Being flexible and pro-active in response to humanitarian crises

We would like to encourage people with similar CVs, and especially women to apply, even when not all criteria are perfectly matched.

Wir bieten

- Competitive salary according to internal salary scale
- International health and hazard insurance
- grant to housing allowance
- 2.5 days leave per month (30 days per year)
- Access to psychosocial support
- A culturally-sensitive and up to date NGO and work culture on equal footing

Arbeitsort

Yangon, Myanmar

Bewerbungsschluss

Sonntag, 29. März 2026

Kontakt

**Deadline for application: 29.03.2026, as long as it is published**

Please send CV, references and cover letter in one pdf document to Ms Richter: bewerbung [at] arche-nova.org. Please describe your motivation of working for arche nova and as Head of Mission Myanmar and tell us your salary expectations as well as your earliest starting date.

**Subject: HoM Myanmar**

Further information: [www.arche-nova.org](http://www.arche-nova.org)

AnsprechpartnerIn



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Wir freuen uns auf Ihre Bewerbung.

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