Wunpawng Ninghtoi (WPN)

Office: F-1, Thiriomon Street, Thirimon Plaza, Mayangone Township, Yangon, Myanmar.

E-mail: wpn.kachin@gmail.com, Contact no.: +95 9 47099657, China Mobile: +86 692 6233133

Date: 24 April, 2024

Vacancy Announcement

Wunpawng Ninghtoi (WPN) is a local civil society organization that was established in 2011 June and helps IDPs and war-affected communities from the Kachin and Northern Shan states and its work based on the promotion and respect of the core values: Humanity, Human Dignity, defense of Human Rights (IDPs, Child, Women's Right), Love, Compassion, Impartiality, Non-discrimination (nationality, religion, gender), Independence, Respect and Voluntary Spirit. Our vision is "All people of Myanmar will live with dignity, peace, security, and full respect of their rights; enjoying integral social development and humanitarian assistance when required''.

WPN is looking for strong, qualified candidates (female or male) who have experience in implementation for the following position and prefer native speaker, qualified candidates (female or male) who have experience and strong leadership commitment for the related position and who are well-known about the local context of the operation office of hard-to-reach areas.
Application is invited for the following position.

Vacant Position title:

EIE Project Officer   **- 1 Post (1 Year and possible extension)**
                                 Application Deadline_8 May 2024

Duty Station: WPN's Operation office (Required ability to travel to different targeted field locations) (Shwegu Township, Mansi Township, and Momauk Township)
Working start date: 3 June 2024
Application form Submitted to: wpn_hrd2024@outlook.com

Main Responsibilities and Favorable Requirements

Position title	EiE Project Officer
Grade	Grade 4
Reporting to	Project Manager
Main goal(s)	Implementing the project work with compassion and kindness with people in the camps and villages, and assisting them to receive their rightful benefits by

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	ensuring effective collaboration between the project coordinator and the project staffs and by completing project activities in a timely manner.
Roles and responsibilities	• Monitor project activities, supervise project assistants, and report back to Project Manager. • Involvement in project proposal development, implementation, monitoring and evaluation. • Organize capacity-building activities and conduct technical training. • Field monitors the project activities regularly. • Implement project activities with project staff on time and quality as per agreed proposal. • Collect project data from communities, project assistants, or by self-collecting and reporting to the Project Manager. Prepare project progress, status, challenges, and next plan and report monthly to the Project Manager.
Qualification/ Profiles	• Must have at least a bachelor's degree in any field. • Must have at least (2) years of working experience in Education in the Emergency Repones field. • Must have some management skills in project planning, proposal development, project management, monitoring, evaluation, and reporting. • Should have computer proficiency at least in Microsoft Office package. • Must be able to communicate with authorities, local partners and communities etc. • Must have strong EiE and Child Protection knowledge and experiences • Must be able to provide quality EiE and CP technical inputs and guidance to project implementation team • Must be able to ensure that project implementations are in technical alignment with and in compliance with relevant Clusters' and Donor's recommended operational practices and implementation standards • Should be proficient in local languages (either Kachin or Myanmar). Proficiency in English is a plus. • Should have good organizing, presentation, and reporting skills. • Must have good leadership, management, and team-building skills. • Should have interest and commitment to development and humanitarian work. • Should have some financial management knowledge. • Should have communication skills, teamwork, good facilitator, and good attitude. • Must be able to work on own initiative with minimum supervision. • Must be able to work in multicultural with diverse ethnic, religious, and cultural groups.

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Essential Requirement

WPN has a zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act under this clause.

Submission of Application

Qualified and interested candidates shall submit an Updated CV with a cover letter, photo and educational documents, NRC (scanned copy), and a Clearance Letter concerning with PSEA (or) recommendation letter organization that you worked last to the address below. Please include the names and contact details of two referees and other documents if any.

WPN prefers to receive application forms through E-mail for reducing paper use with environmentally friendly.

Contact detail;

- Human Resources Department (HRD)
- Wunpawng Ninghtoi (WPN)
- Email: wpn_hrd2024@outlook.com
- Mobile Phone: +86 17287321228

Note:
- *WPN strongly encourages women to apply for any position that has good experience to work with us.*
- *Do not enclose any original documents with your application as they will not be returned.*
- *Please submit the Subject title with "Project Manager Post" while mailing.*
- *Only short-listed candidates will be contacted for the interview.*