



VACANCY ANNOUNCEMENT

Peace Winds Japan (PWJ) is a non-profit, non-governmental organization headquartered in Japan, engaging in humanitarian activities in Asia, Africa, Central America and the Middle East. In Myanmar, PWJ has implemented various projects of emergency response activities, WASH related community-based water supply and other humanitarian activities.

PWJ is now welcoming applications from competent and motivated Myanmar nationals for the following vacant position:

Job title:	Senior Project Officer (Humanitarian Relief Project)
Number of post:	1
Duty station:	Yangon
Application deadline:	24 May 2024
Work starting date:	as soon as possible

Principal responsibilities:

- To lead planning, implementing and monitoring the project including report writing;
- To monitor and complete the project as planned in a timely manner;
- To ensure of the quality of project outputs in cooperation with other concerned personnel;
- To oversee and maintain the quality of the field work;
- To monitor the security situations of the project sites and report them to supervisor;
- To supervise other national staff, and coordinate and facilitate implementing partners;
- To manage the procurement of goods/services in cooperation with Administrative and Finance Officer;
- To establish good cooperative relations with the concerned organizations and other stakeholders; and
- To liaise between PWJ international staff and local staff and help create a good team environment.
- To perform any other tasks as assigned.

Knowledge and experience required:

- Myanmar national;
- A minimum of five years of previous work experience as a senior management preferably with international organization/NGOs;
- Knowledge/experience in humanitarian relief field in general;
- High ethics and motivation to work in the humanitarian field;
- Excellent Myanmar and English language skills; Japanese language as an asset;
- Good communication skills and ability to work in a team;
- Willingness to make frequent field trips;
- Good computer literacy (Microsoft Word and Excel, Power Point);
- Honest, responsible and in good physical condition to meet the job's demands; and
- Readiness to comply with PWJ terms and conditions.

Interested candidates are advised to submit your: **1) Curriculum vitae with salary expectation;**
2) Academic /training certificates; and
3) Recommendation letter(s)

By e-mail - <recruit.pwj.myanmar@gmail.com>, please include the job title and your name in the subject line.

Please note that only those candidates short-listed by preliminary screening will be contacted for interview.