



Job Vacancy Announcement

Nump Khone Tai Charitable Organization is a non-governmental organization that is free from politics, religion, and self-interest, and has been supporting the needs of region in areas such as health, education, and human rights as much as possible.

Designation	Field Assistant
Duty Station	Nump Khone Tai Charitable Organization, Kyethi Townships
Number of Positions	One Positions
Travel	Must be able to travel whenever needed by the organization
Type of Contract	Full Time
Probation	3 months
Report to	Project Manager
Responsibilities	<ul style="list-style-type: none"> • Attends the meeting conducted by the organization and other partner organizations on behalf of the organization. • Assists Monitoring and Evaluation Officer in data entry. • Organizes the service mapping for referral and other project related activities. • Works closely with the field team in conducting field project activities. • Assists Field Officer on conducting training, development of training materials. • Provide technical support to Peer Educators with day-to-day operations support. <p>Manage distribution of training materials and other relevant documents to field staff and volunteers.</p> <ul style="list-style-type: none"> • Assists senior field team in scheduling and preparation of meetings. • Takes meeting minutes on specific meeting and draft memos for next steps. • Other duties assigned by supervisor.



Requirements	<ul style="list-style-type: none"> • Any graduate degree • At least one year of working experience in related field. • Able to manage multiple tasks simultaneously. • Able to use Microsoft Office and Adobe proficiently. • Ability to work under tight working hours. • A true self-starter who is a detail-oriented team player • Excellent written and verbal communication skills in local languages
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Application

Anyone who meets the specified qualifications can apply by sending curriculum vitae, cover letter and contacts of three recommendations to the following address not later than 24 May 2024 on Friday at 5:00PM.

Email to : numpkhoneproject@gmail.com, hr@nktgi.onmicrosoft.com

CC : director@nktgi.onmicrosoft.com, pm@nktgi.onmicrosoft.com

Ph No – 09-454853254, 09-755702418

Address: Wailuwon Monastery Compound, Ma Har Si Kyoung Gyi Su Quarter, Taunggyi, Southern Shan State, Myanmar.

***** Only shortlisted candidates will be contacted ******

Equal opportunity

We want to create an environment where our employees share the same goal and can change their behaviors. Nump Khone Tai Charitable Organization is an equal opportunity for all employees regardless of ethnicity, religion, age, gender, sexual orientation or disability.

Accountability, Equity and Inclusion

We value accountability, equity and inclusion in all project activities and fully respect “Do No Harm” principle.

Protection from Sexual Exploitation and Abuse

All applicants must be aware of six core principle of Protection from Sexual Exploitation and Abuse (PSEA). All applicants must be cleared for sexual exploitation and abuse from their previous jobs.