Organization:

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster.

HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. In emergency, HI’s mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid.

Myanmar-Thailand Programme:

Since 1984, HI has been active in refugee camps along the Myanmar-Thailand border. The organization set up rehabilitation centers and supplied prostheses and mobility aids to people in need. In Myanmar the first operations date back to 2008, following cyclone Nargis. The emergency response program closed at the end of the response operations. In 2013, HI reinstalled an intervention program, and focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:

- Emergency Response – Basic Needs and Inclusive Humanitarian Action
- Armed Violence Reduction – EORE, Contamination Impact surveys and Victim Assistance Efforts
- Inclusive Health – Rehab, MHPSS, Early Childhood Development and Access to Services
- Inclusive Preparedness – Disaster Risk Reduction and Logistics Analysis
- Inclusive Opportunities – Inclusive Education and Inclusive Livelihoods

Follow us on Facebook: https://www.facebook.com/HIMyTh/

Humanity & Inclusion encourages qualified people with disabilities or chronic illness and women to apply. We commit advancing inclusive workplace to remove barriers and to the full and equal participation in the workforce. We commit to provide equal employment opportunities, reasonable accommodation in workplace to all employees and qualified applicants, regardless of Nationality, gender, religious and ethnic backgrounds, including people with disabilities.

Main objective of the position:

Reporting to the Inclusive Education Project Manager [Rakhine], the project officer contributes to the implementation of the mandate and the 10-year strategy of Humanity & Inclusion in the country where s/he is based. The project officer contributes to the implementation of his/her project, ensuring the optimal quality and the impact of the project. S/he works closely with the programme technical team and coordinating closely with Disability Inclusion Unit and implementing education partners including organizations representing persons with disabilities (OPDs) in Rakhine. His/her mission is to implement the project activities in line with consortium project proposal, HI’s technical frameworks and international standards related to Disability Inclusion and Inclusive Education.
Missions / Responsibilities

Mission 1: Operational implementation
Responsibility 1: Contribute to project planning and implementation in line with the existing frameworks

- Contribute to planning and preparing activities, tools, and the associated resources, and implement the action plan in conjunction with the support services and the technical unit.
- Ensure that activities are implemented and resources are correctly allocated as authorized.
- Ensure regular reporting of activities, and contribute to the internal and external reporting as requested by the project manager.
- Contribute to identifying areas of the project in which adjustments are required and forwarding adaptations to the project manager.
- Contribute to the drafting of amendment requests when asked by the project manager.
- Contribute to coordination with the local stakeholders and to monitoring the partnership relationship with the project partners.
- Ensure that project documents and information are properly archived.
- Support the project manager in elaborating activity budgets and ensuring regular follow-up in accordance with HI procedures and donor requirements.
- Contribute to the procurement and management of logistics and material resources in compliance with HI procedures and donor requirements (including adequate reporting and documentation).

Responsibility 2: Contribute to project monitoring, evaluation, accountability and learning

- Contribute to project monitoring, specifically activity progress indicators and the expected outcomes.
- Contribute to project evaluations at the request of the project manager, and ensure that project evaluation recommendations are followed.
- Contribute to the setup and smooth running of accountability mechanisms.
- Contribute to project learning.

Responsibility 3: Ensure project data management

- Ensure that the appropriate data collection and management tools are in place and are used correctly on the project, in line with global standards.
- Collect and compile project-related data in the relevant database.

Responsibility 4: Contribute to the coordination of project teams

- As authorized by the project manager, facilitate coordination meetings between the project teams and the support services located in the area when necessary.
- Ensure that the project teams and the support teams (shared and technical services, in particular) work well together in order to facilitate the implementation of the project in the country.
- Contribute to coordination with the local stakeholders and the partnership relationship with the project partners.
- Facilitate coordination meetings between the project teams and the support services located in the area when necessary and as authorized by the project manager.

Responsibility 5: Contribute to external project communication

- Contribute to HI’s external influence by taking part in networks when required.
- Communicate about the project to partners, authorities, and stakeholders when relevant.
Mission 2: Technical Skills and Response
Responsibility 1: Ensure and contribute technical support in project intervention
- Lead the capacity-building and strengthening trainings, coaching sessions and awareness-raising sessions relative to inclusion to partner project staff and volunteer teachers in the field.
- Lead in the identification of children with disabilities based on analyzing the database of partners collected by the Child Functional Module.
- Contribute to technical data collection and analysis in conjunction with the project team and the MEAL team.
- Lead in the identification of children with disabilities through referral support linked to the integrated MHPSS and physiotherapy services.
- Contribute to technical learning under the responsibility of the specialist or project manager based on good practices.
- Ensure that the activities implemented comply with international technical norms and standards.
- Ensure the technical quality and relevance of project activities implemented within his scope of expertise; conduct self-evaluation of her project; and participate in evaluation cycles under the supervision of the PM.

Responsibility 2: Contribute to development of disability-inclusive education learning materials and resource packages
- Contribute to the adaptation and/or development of inclusive education tools and resources packages for IE interventions including IEC materials and producing of animation movie on selected inclusive resources etc.
- Contribute to the development of IE training packages including pre- and post-tests, with support of the respective project manager, IE specialist and or disability inclusion unit (taking into account findings and recommendations from the assessment).
- Contribute to integrated and IE services relative identifying and disseminating of disability inclusion good and promising practices.

Mission 3: Emergency Preparedness and Response
- Contribute to the program’s emergency preparedness initiatives, and in an emergency situation, adapt his or her working arrangements in order to contribute to an effective humanitarian response from HI.

It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

Due to the developing and volatile situation in Myanmar and emergency nature of the programmatic response, the position holder’s responsibilities may evolve as per programmatic needs.

Duty Station : Sittwe
Line Manager of the position holder for : Project Manager (Inclusive Education)
Position holder is Line Manager for : N/A
Position holder is technical referent for : N/A

Required for the Job
Qualification:
- University graduated (Education, development studies, and other relevant experience fields linked with the expectations of the position) is required.
Experience:
- At least 2 years of experience working in an IE project support and/or project implementation role in humanitarian NGO/INGO is required.
- At least 2 years’ experience in education-related programs, inclusive education, and disability mainstreaming projects is preferable.
- At least 2 years of work experience in the humanitarian context in Sittwe and Rakhine area is required.
- Strong experience in providing Inclusive Education related trainings or facilitator for partner staffs and beneficiary is preferable.
- Experience in emergency responses, consortium settings, and partnership approaches will be an added value is highly desirable.
- Experience in working with partner organization is required.
- Experience working in multidisciplinary team is highly preferable.

Languages Skill:
- Good level in English and Myanmar languages, both in written and Oral is required.

HI is committed to protecting children and vulnerable adults from harm. All staffs are expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.

“HI is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, colour, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Qualified women are strongly encouraged to apply for this position.

The successful candidate will be required to complete a self-declaration form to help verify their suitability to work with children.

Send applications to: recruitment@myanmar.hi.org (CV + cover letter).
Please write: “VA: 2024-HI-003_Project Officer (IE) _ Sittwe” in subject.
Deadline for the submission: 14th March 2024 (5:00 PM) MMT.

Only shortlisted applicant will be contacted for a written test and interview. Applicants may be contacted on a rolling basis before the closing date, it is encouraged to apply early. After closing date, applications are not considered.

HI is an organization that takes a Zero Tolerance stance on sexual exploitation, abuse, harassment and intimidation, fraud and corruption. The selected candidate must agree to adhere to and respect these policies which are available on this link: https://hi.org/en/institutional-policies
HI has also set up a rigorous, transparent and inclusive mechanism for the escalation and management of complaints. Any report can be sent confidentially and securely to this email https://secure.ethicspoint.eu/domain/media/en/gui/105781/index.html.