

TERMS OF REFERENCE

Position	Project Officer	No. of post : 2
Office	Salin & Magway Township	Reporting to: Project Manager
ToR approved by	Executive Director	ToR Approved on: 25/06/2025
Resuming duty:	ASAP	VA0242025

Due to the urgency, Positive Action may recruit the position before the deadline.

About Us:

Positive Action (PA) is a non-political, non-religious, non-business, non-discriminatory, and non-profit organization. Established in Myanmar in 2009, PA has been actively working in the Magway region, providing a range of services and support for people living with HIV and TB, as well as children, pregnant women, lactating women, and girls in need.

Our programs focus primarily on Livelihoods, Health (HIV, TB, MNCH), Nutrition, WASH, Child Protection, and Education across the region, with a strong commitment to strengthening local communities.

To implement **Increasing coverage and access to Nutrition services (CAN)** Project, PA is seeking motivated and committed individuals to apply for the position of "**Project Officer**." The position is based in Magway/Salin Township, with regular field travels to targeted villages in respective township.

Duties and responsibilities:

- ✓ Strengthening the capacity of volunteers and mobilizing the community.
- ✓ Conducting awareness on topics related to nutrition, cooking demonstration sessions and providing IYCF counseling for caregivers and PBWGs.
- ✓ Conducting awareness campaigns during the Nutrition Months.
- ✓ Screening of acutely malnourished under-five children and PLWs.
- ✓ Proper management of under-five children with Severe Acute Malnutrition (SAM) and Moderately Acute Malnutrition (MAM).
- ✓ Referral support and follow-up of under-five SAM children with illness (with complications).
- ✓ Supporting the distribution of nutrition items such as micronutrient powder for children (6-59 months) and tablets for Pregnant and Breast-feeding Women and Girls.
- ✓ Collect, organize, archive, and analyze data for the monthly reports to be submitted to the donor and related stakeholders.
- ✓ Prepare and submit information and reports in a timely manner to the Project Manager, especially for urgent requests.
- ✓ Report any issues or problems that arise during project implementation to the Project Manager immediately.
- ✓ Participate in relevant internal and external meetings as a representative of PA when requested.
- ✓ Regularly update the project monitoring system and the tools developed to track the progress of the project.
- ✓ Perform any other duties as requested by the supervisor.

Positive Action

No.378, 6th Street, (B) Group, AungSayTaNaR Qtr, Magway Tsp, Magway Region, Myanmar,
Tel: +959429587756, positiveactionnmp@gmail.com

Expected on-the-job personal behaviour

- ✓ Maintain good and open relationships with colleagues, partners and beneficiaries;
- ✓ Refrain from any discrimination based on gender, religion, social status, ethnicity or age, with colleagues as well as with any person from partners, beneficiaries and other stakeholders;
- ✓ Transfer communication and sharing knowledge with other team members;
- ✓ Maintain high standard of accuracy;
- ✓ Confident in using own initiative, prioritizing workload and meeting deadlines;
- ✓ Ability to work as part of a team and/or individually with minimum supervision;
- ✓ Flexibility and ability to adapt to change;
- ✓ Respect of confidentiality;
- ✓ The policies and rules established by Positive Action must be understood and followed.

Safeguarding Related Responsibilities

- ✓ Ensure that you, along with your team members and supervisees, are fully informed about PA's PSEA, Child Safeguarding policies, Code of Conduct, and other relevant procedures. It is essential that these guidelines are consistently understood and applied in all aspects of your work.

Requirements

- ✓ ***Must be a Myanmar citizen;***
- ✓ A bachelor's degree in public health, nutrition, or a related field.
- ✓ At least 2 years of experience in community health, with experience in Nutrition-related programs preferred.
- ✓ Familiarity with principles of Infant and Young Child Feeding (IYCF) and IMAM, and experience in implementing Nutrition programs preferred.
- ✓ Knowledge of community mobilization and capacity building techniques.
- ✓ Experience in project implementation, including planning, monitoring, and evaluation.
- ✓ Strong organizational and interpersonal skills, with the ability to work effectively in a team and independently.
- ✓ Excellent written and verbal communication skills in both English and Myanmar language.
- ✓ Proficient in Microsoft Office Word, Excel, and PowerPoint.
- ✓ Willingness to travel frequently to project sites and work outside of normal business hours as needed.
- ✓ A valid motorcycle driving license and good driving skills.
- ✓ Familiarity with the local context and culture in Salin/Magway Township and the surrounding areas is preferred.

Other information

- ✓ The initial duration of the present agreement is 6 months, renewable;
- ✓ Deadline for application is the **9th of July 2025**;
- ✓ Please send application and CV with cover letter to positiveaction.hrrecruitment@gmail.com (or) PA office – No.378, 6th street, Aungsaytanar (B) Group, Magway.
- ✓ Please obtain and complete the Self-Declaration Form (regarding any past incidents of Sexual Exploitation, Abuse, or Child Abuse) and attach it to your email. You may use either the Burmese or English version of the form. Submitting one form is sufficient.
- ✓ https://drive.google.com/drive/folders/149dHvoYnd77vopHnNSFEr1bLN0yMOXjk?usp=drive_link

Please **only** include “**VA0242025**” in the **subject** of the email.

Only successful applicants will be contacted. PA is an equal opportunity employer. We welcome and encourage applications from women, LGBTQI+, minorities and under-represented groups.

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Our Commitment to Safeguarding

Positive Action is deeply committed to upholding the rights and dignity of children and vulnerable adults. In line with this commitment, PA implements comprehensive PSEA (Prevention from Sexual Exploitation and Abuse), Anti-Harassment, and Child Safeguarding policies. These policies ensure a **zero-tolerance approach to any form of sexual exploitation, abuse, or child abuse**. PA reserves the right to conduct thorough screening and background checks for all job applicants to maintain a safe environment for children and vulnerable groups. All staff members are obligated to adhere to the Child Safeguarding Policy, Code of Conduct, and local procedures, ensuring their work does not put children at risk. Additionally, managers are responsible for integrating safeguarding into all aspects of organizational management. By applying, applicants confirm their consent for PA to seek information from previous employers regarding any misconduct related to sexual exploitation, abuse, or child abuse.