

# **Vacancy Announcement**

## **Project Associate**

### **(Open for Myanmar nationals only)**

#### **Who are we?**

An international organization supporting development and humanitarian aid in Myanmar. It is a leading feminist organization working towards social justice, gender equality and poverty eradication. Its approach, in partnership with local and national organizations, is building capacity among youth and supporting them to work for the community for short and long-term development for their own community. One of its main programs is investing in participatory community development that includes multi-sector, multi-level engagement and support such as on livelihood, health, education, women's rights and prevention of gender-based violence, disaster risk reduction and climate change adaptation, etc.

#### **Role overview**

Working from home with flexibility to frequent traveling (home, Yangon, fields), PA is expected to assist and support the project manager in carrying out project interventions at the national, regional, township and community (village) levels. Ensuring coordination/correspondence and relationship building with decision-making entities and CSO stakeholders, organizations, and Agents of Change (to be referred to as AoCs and alternatively refer to as Fellows) who are based in and/or inhabitants of the communities (villages) under the project implementation areas. PA also assists preparation and organization of workshops/events, tracking the progress, trainings, assisting in monitoring and studies so on as per the project proposal. As and when assigned, the PA should involve in building relationship with the partner organizations of the project/organization.

#### **What We Offer**

- **Contract duration** –up to December 2024 (with possible extension)
- **Location** – **Yangon and frequent travel to fields** (working from home with flexibility to frequent travelling)
- **Compensation** – Basic pay starting from **299 USD** (per month) + other Benefits (Salary is negotiable depending on qualification and level of experience).

#### **Key Accountabilities / Responsibilities**

##### **Providing support and coordination**

- Assist Project Manager for smooth management of the project.
- Train and coach, the AoCs (fellows) in governance sub- thematic areas like accountability, participatory bottom-up planning and advocacy.
- Support the Manager with reporting.
- Support and facilitate building of capacities of the AoCs, and their CBOs and community members, the AoC networks (fellow networks) and other stakeholders on program implementation including development of their workplans, documentation and reporting
- Assist PM in capacity building of project stakeholders through linking and coordination with other agencies.

- Support in organization of trainings, workshop, meeting at both local and national level governance actors on related to the project needs.
- Support in the various studies/research undertaken in the project.
- Assist Project Manager in development of IEC materials and training manuals.
- Conduct review and monitoring of the project on a regular basis and report to feed into the planning of the project including field visits to partners and communities to document process and change.

### **Communication & Coordination**

- work closely with documentation/M&E person in the field, solicit feedback from the AoCs and provide written reports of monitoring visits to document the progress and issues.
- Coordinate with necessary governance actors (decision makers) at various levels for effective project implementation as required.
- Network with I/NGOs working in the area for sharing of information and resources.
- Representation at relevant coordination meetings to gain wider understanding of current situation with regards to governance work and to share information/good project practices developed.

### **Others**

- Be responsible to adhere/ Comply with approved organisational policies and procedures.
- Any tasks as assigned by line manager.

### **Education & Certifications**

- Holds Bachelor (any degree) preferably with management and social science field of study from a Recognized University.

### **Essential Experience**

- At least six-month experience in related field OR internship experience in the similar role OR experience of working with the organization and practicing participatory approaches.

### **Language proficiency**

- A good command of English Language skills especially in writing.

### **Competency required**

- A good understanding of governance concept in general
- Understanding of Myanmar contexts will be as asset.
- Experience of working in the areas of accountability, participatory planning, and advocacy at the local level.
- Experience with partnership and willingness to work with youth, and diverse ethnic communities.
- \A good understanding of community empowerment, participatory methodologies, and ability to work with rural communities.
- A good awareness of digital security and use of applications that can be adaptive for promoting participation of communities in governance activities will be an asset.

- Ability to work with a team and take initiatives.

### **Personality trait**

- Good team member attitude and learning towards professional development.

### **How to apply**

Applicants should submit their application letter with updated CV with complete contact details, recent passport photo and 3 referees' contacts not later than **5:00pm, 26<sup>th</sup> April 2024** to the email address: [recruitteam.hrmm@proton.me](mailto:recruitteam.hrmm@proton.me) No requirement of photocopy of certificates.

Please mention **the position title you applied for** in the email subject.

**Please note:** Only short-listed candidates will be contacted for interview and the organization reserves the right to fill the post prior to the closing date if a suitable applicant is found beforehand. Internal applicants should inform their Line Managers of their application.

*We promote equal opportunity in terms of age, gender, disability, religion, or ethnicity and encourage all qualified and interested candidates to apply.*

*By applying any job in our organization, you accept to comply with Code of conduct and SHEA and Safeguarding Policies at all times.*

**Application Deadline: 26<sup>th</sup> April 2024**