



SHWE KYUN THAR Network

Office: # (66), Ward (7), Bogyoke Aung San Street, Chaungzon Township, Mon State,
Myanmar. (sktcz.mon@gmail.com, skt.humanresource@gmail.com)
09- 784810030, 09-785216993

Vacancy Announcement

(Local candidates only)

SHWE KYUN THAR (SKT) is a Non-Profit organization in Mon State, Myanmar and found since 2013. The SKT mainly focuses on Child Rights Governance and community development such as promotion of UNCRC, Child Rights Law, social accountabilities, Livelihood and other related activities which is involving children and community members in decision making process in their respective local and regional areas.

SHWE KYUN THAR invites qualified applicants for the following.

Post Title	Project Officer – Grade-D2
Number of Posts	(1) Person
Duty Station	Thaton (Frequent travel to Head office and field visit)
Starting Date	As Soon as Possible
Reporting to	Program Director

GENERAL ASSIGNMENT: Project Officer needs to facilitate and lead the thematic of Safe migration, skill and income generation and other project related activities and communicate with the donor agency to achieve the result frame work and needs to make sure the financial and narrative report by the support of project team.

Specific Job Responsibilities

Thematic

- Develop TOR to recruit suitable consultant to conduct TOT training as per result framework
- Develop the training agenda together with field team to conduct multiplier training after the TOT training and training guide books provide by the donor
- Identify the beneficiary with field Mobilizer to achieve the result framework
- Incorporate field Mobilizer and technical backstopping to ensure the continuous improvement of training manual within organization
- Support training material and agenda to community-based volunteer and field Mobilizer to understand the project's result frame work
- Curriculum develop and facilitate the external consultant hiring process by the support of program team
- Timely update and share the information of project result to donor and program director.
- Facilitate and deeply participate in the organizational capacity assessment and organizational capacity development

Monitoring and Reporting

- Maintain and update the overall project respective outcome indicator tracker based on submissions from the M&E
- Work closely with the Program Director and project team to ensure that feedback to donor agencies as per workplan
- Develop the questionnaire and support to M&E for project monitoring mechanism



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- Ensure updated work-plan and field management plan (FMPs) is needed and closely work with field assistant and donor agency
- Carry out program quality assessments based on agreed indicators to guide decision making and reporting
- Provide alert to the respective managers, partner colleagues and field mobilizer on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Review monthly progress reports and ensure evidence based to back-up and provide feedback to the respective staff
- Facilitate M&E and program director on the process of reporting, networking meeting and donor communication

Learning, Accountability and Capacity Building

- Conduct project monitoring on the agreed log frame of the project implementation and post implementation monitoring (**PDM**) that meet laid down standards on a regular basis
- Provide relevant evidence for learning from projects
- Share learning and provide constructive comments to colleagues in order to ensure programmed quality
- Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered in project delivery
- Build capacity of staff through training to ensure adoption of new curriculum and refresher is kindly needed

Degree And Skills Required

- Bachelor degree or equivalent diploma/certificate level linked to Project officer and safe migration, DRR, gender, conflict sensitive
- Minimum 2 years' experience in Project Officer (or equivalent professional experience in safe migration, child protection, child rights governance and additional value for project management and financial)
- Demonstrated experience in community mobilization, protection activities and in managing community-based volunteers, project team and targeted beneficiaries
- Experience in training and capacity building in protection activities which are human trafficking, labor rights and safe migration
- Background in Communities development and interest of young participation, migrant worker and protection assistance
- Demonstrated ability in team supervision
- Organizational qualities
- Diplomacy
- Good relations with Young and communities' members
- Flexibility, Autonomy,
- Good knowledge in local languages and English is an added value and using internet, email, computer for donor communication



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TERMS AND CONDITIONS:

- **Salary: Competitive Salary + Other Benefit**
- **Hours:** 40 hours per week
- **Contract length:** Three Month Probation and possibilities to extension
- **Holidays: 12 days annual leave and** approved public holidays in Myanmar and addition to the HR policy.

Applicants must follow the following information.

A cover letter above your resume; At least two referees and copy of the degrees / graduation certificate must be sent to the following address:

Expected Salary must provide on your application.

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Deadline for submission is 3.7.2025 (Thursday) before 5pm. Request to submit Education documents to the office or by mail and only short list candidate will contact by SKT assigned staffs.

While you are applying this position, Subject Line should be: SKT Project – **(apply position)**