



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 and Procurement Assistance, Grade- E1
Number of Posts	(1) Person
Duty Station	Chaungzon
Starting Date	As Soon as Possible
Reporting to	Project Officer

GENERAL ASSIGNMENT: Project and Procurement assistance needs to support in the development, implementation of project activities which include migration, skill and income generation and communicate with the communities which include the office admin and procurement and targeted children, volunteer/educator to achieve the result frame work.

Specific Job Responsibilities

Thematic

- Participate in the development of the training agenda together with project officer to conduct training and awareness session which include admin and office support
- Support project team to address project log frame
- Incorporate with the communities and technical team to ensure the continuous improvement of training manual within organization
- Support training material and agenda to community-based volunteer to understand the project's result frame work
- Facilitate the awareness raising session process by the support of Project officer
- Timely update and share the information of project result to project officer

Monitoring and Reporting

- Maintain and update the overall Project respective outcome indicator tracker based on feedback from the M&E
- Work closely with the Project Officer and communities to ensure that feedback
- Support questionnaire developing stages to Project Officer and support to M&E for the monitoring mechanism
- Ensure updated work-plan is needed and closely work with selected communities
- Carry out project quality assessments based on agreed indicators to guide decision making and reporting



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- To avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Assist M&E and project officer on the process of reporting, networking meeting and donor communication

Learning, Accountability and Capacity Building

- Participate in the 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
- Assist to Project Officer to 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

Degree And Skills Required

- Bachelor degree and linked to Project assistant and DRR, gender, conflict sensitive
- Minimum two years' experience in Project Assistance (or equivalent professional experience)
- Demonstrated experience in community mobilization, protection activities and in managing community-based volunteers, support partner and targeted beneficiaries
- Experience in training and capacity building in protection activities which are safe migration safe migration, skill and income generation including office support.
- Background in Communities development and interest of young participation, migrant worker and protection assistance
- Demonstrated ability in team supervision and Organizational qualities
- Diplomacy and Good relations with children and communities' members
- Flexibility, Autonomy
- Good knowledge in local languages and English is an added value and using internet, email, computer for donor communication

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)