

Lin Latt Women Vacancy Announcement

Lin Latt Women Organization is a dynamic and dedicated Civil Society Organization committed to making a positive impact on the lives of vulnerable communities in Northern Shan State, Myanmar. We are currently seeking a motivated and skilled Program Manager to join our team and play a key role in implementing our projects.

Project Title	WASH Officer
Organization	Lin Latt Women Organization
Report To	Project Coordinator
Location	Lashio, Northern Shan State
Type of Contract	extension may be possible based on the performance
Application Deadline	2 May 2024

Overall Objectives (scope)

Under the direct supervision of Project Coordinator, WASH officer if responsible to oversee day to day implementation of WASH programme in Lashio and Numtu, and ensure to provide technical assistance and strengthening of programme implementers.

Duties and Responsibilities

- Provide technical support and guidance for the implementation of WASH activities as it relates to Water, Sanitation and Hygiene with focus on vulnerable community.
- Provide technical input to programme designs, conduct rapid needs assessments and analysis together with team and programme implementers.
- Ensure good coordination with local authorities, beneficiaries and community leaders.
- Responsible to provide WASH related training and capacity building with team, programme implementers, and beneficiaries in targeted areas.
- Responsible for strengthening of WASH needs of the vulnerable community, including conduct hygiene promotion session, provision of hygiene kits and menstrual hygiene management for girls and women, waste/garbage collection point.
- Support Project Coordinator to develop project proposals, budgets and narrative reports.

- Conduct monitoring and evaluation of the project activities on regular basis and provide report to the Project Coordinator.
- Collect and store project data and records in a responsible manner, and prepare and submit monthly work plan and report to the Project Coordinator.
- Collaborate with internal teams and external partners to coordinate project resources and activities effectively.
- Stay informed about relevant trends, policies, and best practices in the field and incorporate them into project design and implementation.
- Perform any other related duties assigned by supervisor.

Requirements and Qualifications

- Bachelor's degree in a relevant field.
- At least 2 years of experience in WASH and sanitation activities, preferably in the CSO/NGO sector.
- Strong knowledge of WASH and Hygiene.
- Knowledge of local context.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in project management tools and Microsoft Office Suite.
- Knowledge of donor regulations and reporting requirements.
- Fluency in English and Burmese; knowledge of local languages is a plus.
- Commitment to the organization's values and missions.

How to Apply

Interested candidates should submit the following documents to htangrand@gmail.com and CC: hr.linlattwomen@gmail.com and programcoordinatorlw@gmail.com **no later than 2 May April 2024, 5:00pm (Myanmar Time)**

1. A **cover letter** outlining their qualifications and motivation for applying.
2. A detailed **resume/CV**.
3. Contact information for at least two references.

Please include "**WASH Officer Application**" in the email subject line.

Lin Latt Women Organization thanks all applicants for their interest but regrets that only shortlisted candidates will be contacted.