



## SOPYAY MYANMAR DEVELOPMENT ORGANIZATION

385/B1, Ground Floor, Yae Ku Ywarma Street, (9) ward, Kabaraye,  
Mayangone Township, Yangon, Myanmar.

Tel : 0095 (9) 5411 254, 0095 (9) 4500 29971, 0095 (9) 49574495

Fax: 0095 (9) 730 80067

E-mail : sopyaymyanmar@gmail.com

### Vacancy Announcement #028-2025

Dated: 10<sup>th</sup> June 2025

Sopyay Myanmar Development Organization (SMDO) is a local non-governmental organization, working in Emergency Relief, DRR, WASH, and Community Driven Development area. SMDO is working under Local NGO registration number 1/Local/0082. SMDO is now seeking a qualified candidate for **Project Assistant**.

Position	: Project Assistant
Category	: 4
Numbers of posts	: 2
Duty Station	: Nyaungshwe
Gender	: Male (or) Female
Period	: 3 months with possible extension
Reporting to	: Engineer/ Team Leader
Closing Date	: 16 <sup>th</sup> June 2025 (as soon as possible)

### Personality:

Expected a person who is dedicated, hardworking, self-confident, and competent, has good cooperation skills. Candidate must have qualifications relevant to the job position, self-respected, motivated, and respectful to others and your team, your work, your beneficiaries, your implementing partners and your environment, be polite and built-up trustful communication and Humanitarian ethic respected personnel.

### Role and Responsibility:

The Project Assistant assists your project team in field implementation activities and other communication and coordination with communities, training, workshops and meetings arrangement etc. And keep recording the documentation along with your work and reporting in accordance with the guidance and principle of the organization.

He/She is responsible for participating in the Emergency Response Team (ERT) and carry out the emergency response actions, in case of emergency or conflict situation. He / She must work closely and communicate with personnel in different levels, partners and stakeholders that involved in the program / project activities.

### Needed Qualification:

- Bachelor's degree holder in any disciplines
- Experience in working humanitarian and emergency response and WASH sector
- Previous experience from working in complex and volatile contexts
- Able to work under heavy pressure situation



## SOPYAY MYANMAR DEVELOPMENT ORGANIZATION

385/B1, Ground Floor, Yae Ku Ywarma Street, (9) ward, Kabaraye,  
Mayangone Township, Yangon, Myanmar.

Tel : 0095 (9) 5411 254, 0095 (9) 4500 29971, 0095 (9) 49574495

Fax: 0095 (9) 730 80067

E-mail : [sopyaymyanmar@gmail.com](mailto:sopyaymyanmar@gmail.com)

- Able to meet deadlines and deliver high-quality work on time
- Strong communication skills required
- Computer skills required particularly Microsoft Office
- Understanding humanitarian work and sharing the humanitarian values of the organization

### Job Description:

- Ensure thorough identity verification of beneficiaries before distributing allocated assistance, ensuring accuracy and preventing fraudulent claims during the process.
- Ensure the distribution site is fully prepared and organized for the distribution process.
- Ensure the distribution lists are accurately managed and submitted on time.
- Ensure proper documentation of the distribution process, in compliance with both donor and SMDO requirements.
- Prepare and submit field monitoring report, monthly progress reports of the project activities
- Regular monitoring visit to project target areas, including conducting Post Distribution Monitoring for distribution activities
- Perform any other related activities as assigned by immediate supervisor and organization
- Reliable to tackle the problems and issues during your tasks with regard to the humanitarian code of conduct, organizational guidelines, and principles
- Contribute to the implementation of the Complaint & Feedback Response Mechanism (CFRM) for the organization in line with SMDO CFRM procedures
- Attend any kind of capacity-building training assigned by the management team in Nyaungshwe or out of the Nyaungshwe area if necessary
- Reliable to tackle the problems and issues during your tasks with regard to the humanitarian code of conduct, organizational guidelines, and principles
- Communicate, compromise, coordinate, and cooperate in every manner of interconnection with SMDO team members (Senior Management, Operation team, M&E, and other counterpart relationship)
- Speak up and give any feedback and suggestions in a time-to-time manner to promote your work and your organization
- Never ever related to any kind of conflict of interest, Fraud, and corruption
- Ensure coordination with the project team and to behave report back with consistency

### How to apply

Interested candidates should apply by submitting their Cover Letter, Curriculum Vitae and contact details of 2 Referees by email to [hr.recruitment@smdo-mm.org](mailto:hr.recruitment@smdo-mm.org) . Please use subject heading: "Application for Project Assistant based in Nyaungshwe".



## **SOPYAY MYANMAR DEVELOPMENT ORGANIZATION**

**385/B1, Ground Floor, Yae Ku Ywarma Street, (9) ward, Kabaraye,  
Mayangone Township, Yangon, Myanmar.**

**Tel : 0095 (9) 5411 254, 0095 (9) 4500 29971, 0095 (9) 49574495**

**Fax: 0095 (9) 730 80067**

**E-mail : [sopyaymyanmar@gmail.com](mailto:sopyaymyanmar@gmail.com)**

---

**Office Phone:** 09-987413687 (9:00AM to 5:00PM)

**Please Note:** We regret to inform you that only short-listed candidates will be contacted for interviews. SMDO is committed to the well-being of Protection of Sexual Exploitation Abuse (PSEA). All staff are required to sign and adhere with CoC and PSEA policy at all the time.