

## **KHAYAH INTERNATIONAL MYANMAR** **VACANCY ANNOUNCEMENT**

Khayah International is a South Korea-based non-profit organization, works for marginalized and vulnerable people worldwide by providing comprehensive support for various initiatives to promote integrated child education and empower youth. Khayah is looking for the best individual to assist in the operation of the child support projects in Yangon, Myanmar.

<b>POSITION</b>	<b>: Local Program Officer</b>
<b>NUMBER OF POST</b>	<b>: 1 Post</b>
<b>LOCATION</b>	<b>: Bahan Township, Yangon</b>
<b>DURATION OF INITIAL CONTRACT</b>	<b>: 1-year Contract (3 Months Probation Period)</b>
<b>SALARY</b>	<b>: Negotiable</b>
<b>DEADLINE</b>	<b>: 5<sup>th</sup> July, 2024</b>

### **JOB REQUIREMENTS**

- Myanmar National who has an interest in Myanmar Communities, Cultures & Education Sector.
- University graduate. (A bachelor in Korean Language is preferable.)
- Efficiency in Korean Language, communication ability in both verbal and written form with at least Korean TOPIK Level-5. (Those with English Language proficiency are more preferable.)
- Minimum **two years of experience** in Korean companies, ideally with administration and operation experience in the Non-profit area or business sector with multitasking ability.
- Proficiency in necessary computer skills and Microsoft Office Packages.
- High ethics and motivation to work in the humanitarian field.
- Adaptability to changes and passion to take part in any improvement processes.
- Readiness to comply with KHAYAH INTERNATIONAL MYANMAR's terms and conditions.

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## **DUTIES & RESPONSIBILITIES**

- Assist in planning, implementing, and monitoring the assigned projects and making strategies on every needed aspect of the work.
- Report to the local program manager and Korean HQ team with organized documents about the project's tasks and the teams.
- Help in the documentation of the programs and related activities.
- Support the administration of the office and the projects running.
- Take part in the organization and its related branches' HR, operation, and marketing sectors.
- Ensure effective collaboration and coordination with the local team, HQ team, and related external people/companies.
- Take part in regular on-site monitoring of project activities through field visits.
- Assist the CEO, Director, and Program Manager with assigned work.

## **HOW TO APPLY:**

Interested candidates who meet the above requirements are required to submit a comprehensive CV form, including a Cover Letter via e-mail only to:

[khayahmyanmar@gmail.com](mailto:khayahmyanmar@gmail.com) no later than **5th July 2024**. Late applications will not be considered.

## **Subject line for application: "Application for Program Officer"**

Please **add your expected salary** in the CV form and the vacant position form acceptance could be closed before the closing date if a suitable candidate is found beforehand. Please also take note that only those candidates short-listed by preliminary screening will be contacted for in-person interview.