

Vacancy Announcement
Project Officer

(This position is only for Myanmar National)

(Six - month contract and possible extension)

Who We Are

Our organization is a non-profit organization that mostly focuses on education, humanitarian, livelihood, health, nutrition and social cohesion for local community development. Currently, these all program are implemented in Middle heart land Myanmar and we will extend it in country wide. Our organization is always focus on the youth capacity development, women empowered and community sustainability that is our value and strategies implementation with UN, INGOs, NGOs, and CBOs.

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| Position | : | Project Officer (Wash,Shelter, education,CP) |
| Accountable | : | Project Manager |
| Location | : | Sagaing |
| Number of positions | : | 2 |
| Assignment Type | : | Six - month contract with possible extension |
| Travel Percentage | : | 70 % |
| Closing Date | : | 26 May 2025, 5:00 PM |

Job Purpose: The project officer will be based in Sagaing and he/she needs to travel to the project area to advocate and discuss with the community leaders or development committee. This position is mainly focused on implementing the child protection, Shelter, and wash project and he or she will lead and manage the project to get the project target. The project officer will be expected, with consistent support from the executive director and manager, to lead the implementation of community-based integrated education and wash for conflict-affected communities in Sagaing region in coordination with stakeholders and project management team at the program unit (field) level. He/ She will oversee the monitoring project activities ensuring information is available and organized to assist donor reporting. The project officer will also be expected to play a leadership role within the project team by supporting and building the capacity and technical support for the project team to coordinate through the implementation in the field.

DIMENSIONS OF ROLE: The project officer must coordinate with relevant project teams, support teams, partner staff, line manager, and organization network. the position holder will:

- To support and assist the project manager in implementing the project activities
- Participate in the project planning, monitoring, and evaluation
- Lead on training and technical of the project activities at the field and project site level and support implementation of training activities in coordination with partners/ communities and project officer of the multi-sector project.
- To arrange, prepare, and coordinate donor visits for monitoring, evaluation, and audits.
- Ensure full implementation and reporting requirements as outlined in project documents.
- Design and facilitate close coordination with partners, communities, and other relevant stakeholders on all activities.
- Ensure regular monitoring and reporting mechanisms are in place.
- Manage the budget and ensure budget execution.

ACCOUNTABILITIES:

- Responsible for overall project implementation of all the project activities assigned with close cooperation and collaboration to the project assistant, community development facilitator, and other project support team
- Manage and supervise the project level operations like child protection, shelter wash, and cash assistance
- Must continuously monitor respective the project operation to get high-level results and effectiveness of the project activities
- Closely supervise and provide to project assistant and community facilitator an overview of project implementation in the project area
- Perform the project's ongoing review, analysis, verification, and excellent data reported from the PA and CF.
- Provide feedback and support the necessary training to the PA and CF, especially focusing on the data recording, collection, quality of the project and reporting and supervision
- Support the constructive feedback, recommendations, and necessary action plan, Implement and follow up on the detailed implementation at the village level.
- Provide management support to volunteers, and community facilitators and improve their capacity
- Ensure the project activities meet the target and comply with the project theory of change or log frame and work plan of the respective project assistant
- Develop the monthly work plan, and negotiate with other team members to facilitate the project
- Monitor the project budget that focuses on the activities budget to use line-by-line
- Evaluate the project situation that make sure the project goal

Qualification & Experience:

- Academic degree in education, social, science, development studies, or other relevant
- Minimum one year of proven experience working in development projects and multisector or other development sector.
- Experience in monitoring and evaluation of technical tools and method
- Project management skills are strong experience and knowledge with Do No Harm and conflict sensitivity approaches
- Demonstrated understanding of the humanitarian emergency operating context including Sphere, the humanitarian system, security, and field-level project management
- Good English language and computer skills
- Strong team-building and facilitation skills
- Experience the project budget management
- Understanding of child development and education, child protection, and child rights governance methodology and practices
- Understanding of community development and strong knowledge and planning, monitoring, and evaluating programs
- Understanding of participatory methodologies and localization approach
- Good negotiating skills and planning and monitoring, coaching, mentoring, training, and facilitation skills
- Demonstrate a high degree of professionalism and integrity

How to apply

To apply, please send your CV and Cover Letter to recruitmentteam.org@gmail.com using the subject line “Project Officer”.

This application will be closed on 26 May 2025, 5:00 PM.

Only shortlisted candidates will be contacted. Shortlisted candidates will be required to provide at least three professional references.

All of the employees must be following to our organization PSEA policy, child safeguarding, anti-corruption and other related policy because our organization have a zero-tolerance policy for upper mentioned policy.

We are welcome to diverse candidate in our diverse working environment. We are equal opportunities and diverse background to bring their work knowledge, experience and alternative perceptive.