



VACANCY ANNOUNCEMENT

Date: 9-June-2025

Job Title: AAP (Accountability to Affected Populations) Officer – CRAFT Project

Location: Bogalay Township, Ayeyarwaddy Region, Myanmar

Reports to: Program Manager (Kyal Sin May Development Organization)

Application deadline: **22-June-2025**

Project Focus: Improving food security, nutrition, and promoting gender-responsive, sustainable livelihoods for vulnerable households

About Kyal Sin May Development Organization

Kyal Sin May (KSM) is a women-led organization based in the Ayeyarwaddy Region, Myanmar, dedicated to empowering women and building resilient rural communities. Founded after Cyclone Nargis, KSM strengthens livelihoods through sustainable development initiatives, capacity building, gender empowerment, and support for women-led enterprises. KSM's programs focus on sustainable livelihoods, nutrition and community health, safe migration, disaster risk reduction, social protection for vulnerable groups, and emergency response. Through comprehensive programs and strong partnerships, KSM fosters socio-economic growth, environmental protection, and community resilience, contributing to a prosperous and inclusive future.

Position Overview:

The **AAP (Accountability to Affected Populations) Officer** will play a key role in ensuring that community voices are meaningfully integrated throughout all stages of the CRAFT project in the Delta Region. Working under Kyal Sin May Development Organization, the AAP Officer will promote transparency, accountability, and responsiveness by establishing and managing effective community feedback mechanisms. The role will also involve regular engagement with communities to ensure their needs, concerns, and suggestions are reflected in the design, implementation, monitoring, and evaluation of project activities.

Key Responsibilities:

1. Community Engagement:

- Facilitate consultations and focus group discussions with affected populations to capture their needs, priorities, and feedback.



- Ensure inclusive engagement of marginalized groups such as women, persons with disabilities, and minority groups.
- Collaborate with field teams to share project updates and explain available feedback channels.

2. Data Management and Reporting:

- Document and analyze feedback data to identify patterns, trends, and emerging needs.
- Contribute to project progress reports with insights derived from community feedback.
- Support the MEAL team in developing tools for monitoring AAP activities and their outcomes.

3. Capacity Building

- Train project staff and community focal points on AAP principles, standards, and tools.
- Provide technical support to field staff on implementing community feedback mechanisms.

4. Coordination and Collaboration:

- Actively participate in the AAP Working Group's Community Voices Platform to share insights and learning.
- Collaborate with cluster groups such as the Protection and Food Security Clusters to align AAP efforts with sectoral priorities.
- Liaise with partners, government agencies, and other stakeholders to enhance coordination and accountability practices.

5. Monitoring and Evaluation:

- Monitor the effectiveness of AAP activities and suggest improvements based on community feedback.
- Ensure the integration of feedback mechanisms into the project's monitoring and evaluation frameworks.

Required Qualifications and Skills

- Bachelor's degree in Social Sciences, Development Studies, Humanitarian Affairs, or related fields.
- At least 3 years of experience in humanitarian or development programs, preferably in accountability, community engagement, or MEAL roles.
- Previous experience working with WFP or other UN agencies is an asset.
- Strong understanding of AAP principles and humanitarian accountability frameworks.
- Excellent interpersonal and communication skills, with the ability to engage effectively with diverse communities.
- Proficiency in designing and managing feedback mechanisms and tools.



- Familiarity with data collection and analysis tools such as Kobo Toolbox, Excel, or Power BI is an advantage.
- Knowledge of the local context and ability to work effectively in multicultural environments.

Other Requirements

- Willingness to travel to remote field locations as needed.
- Commitment to KSM mission and humanitarian principles.

Working Conditions:

The position is based in Bogalay Township, Ayeyarwaddy Region, with the possibility of travel within rural areas as required by the project.

To Apply: Interested candidates should submit an application letter, curriculum vitae (CV) with relevant documentation, and a recent photo. Applications should be sent via email to kyawminthu@kysinmay.org, with the subject line clearly stating the position and location applied for. Only shortlisted candidates will be contacted. Kyal Sin May Development Organization is committed to fostering diversity and inclusivity and encourages all qualified individuals to apply.

Safeguarding and Ethical Conduct

Kyal Sin May Development Organization is committed to ensuring the protection and safety of all individuals, especially women and children, involved in its programs. We adhere to Protection from Sexual Exploitation and Abuse (PSEA) standards and expect all staff to comply with these ethical standards. The organization fosters a culture of respect, dignity, and inclusivity, and enforces policies that prevent and address any form of sexual exploitation, abuse, and harassment.