



Gathering House Youth Empowerment Society

Vacancy Announcement

(VA06025, GHYES-HR)

Gathering House Youth Empowerment Society is seeking a highly skilled and experienced applicant for the following vacant position.

Position Title: AAP Officer

No of Position: One Position

Location: Mandalay Region

Desired Start Date: As early as possible

Duration: Till end of December 2025

Reports to: MEAL Coordinator

Closing Date: After having identified a suitable candidate

Background:

Gathering House Youth Empowerment Society is a dynamic and fast-growing youth organization founded in 2020. Our vision is to empower young people to build a society that is both peaceful and comprehensively developed. We are committed to achieving this through our mission of working alongside young people and youth organizations to empower and support them to become active agents of positive change in their communities. By doing so, we aim to build a peaceful and comprehensively developed society where every young person can reach their full potential. Our core values reflect who we are as an organization and guide our work. We value *diversity and non-discrimination*, recognizing and embracing differences among individuals. We foster *innovation*, encouraging creativity and new ideas in our work. *Mutual respect* is at the core of our interactions, promoting a culture of collaboration and teamwork. We prioritize *transparency* in all aspects of our operations, promoting open communication and accountability. We take *responsibility* for our actions and their impact, committing to ethical and sustainable practices.

As an active youth organization, we are committed to the growth and development of our team members. We provide a dynamic, flexible and supportive work environment where every team member is encouraged to thrive and reach his or her full potential.

Job Summary: The AAP Officer will strengthen the AAP framework including community engagement, participation, and feedback mechanisms within Gathering House projects. The role includes managing the Complaint and Feedback Response Mechanism, ensuring that all feedback (including complaints) is addressed in a timely and ethical manner while safeguarding confidentiality and protection principles.

Key Responsibilities:

Accountability and Community Engagement:

- Develop and implement accountability frameworks in all Gathering House projects.
- Conduct community consultations to ensure beneficiaries' voices are included in project design and implementation.
- Organize information-sharing sessions with affected populations about their rights, available services, and feedback mechanisms
- Assess and/or recommend appropriate information and materials for AAP initiatives verifying accuracy and quality for dissemination
- Supports capacity development activities related to program development on AAP by preparing training materials
- Monitor and evaluate the effectiveness of AAP mechanisms and to inform program design and delivery

Complaint and Feedback Response Mechanism (CFRM) Management:

- Establish, strengthen, and manage safe, accessible, and confidential community feedback and complaint channels
- Ensure that complaints and feedback are documented, categorized, and responded to in a timely manner and report to MEAL Coordinator
- Monitor and assess the effectiveness of feedback mechanisms and suggest improvements
- Maintain a feedback database to track and analyze trends for program improvement
- Develop and train staff, volunteers and local actors on AAP and CFRM procedures and best practices.

Reporting and Learning:

- Work closely with MEAL and Program teams to integrate accountability into project planning.
- Ensure alignment with international humanitarian accountability standards (e.g., Core Humanitarian Standards).
- Compile and analyze community feedback data to produce monthly accountability reports.
- Document lessons learned and shared best practices with teams to improve program quality.
- Ensure that feedback is used for adaptive programming and decision-making.

Essential Qualifications and Experiences:

- Bachelor's degree in social sciences, international development, humanitarian studies, or related field.
- Minimum 2–3 years of experience in accountability, community engagement in humanitarian or development settings.
- Strong knowledge of feedback and complaints mechanisms, participatory approaches, and protection principles.
- Experience in data collection, documentation, capacity building on AAP and reporting.
- Familiarity with Core Humanitarian Standards (CHS) and other accountability frameworks.
- Strong ability to maintain confidentiality and ethical handling of sensitive feedback

Benefits

- Competitive salary and allowance (**About 600 USD**, based on qualifications and experience)
- A supportive and collaborative work environment that fosters continuous learning and growth
- Valuable hands-on experiences and exposure, providing opportunities for professional development and career advancement
- Capacity building initiatives such as workshops, training programs, and conferences to enhance your skills and knowledge

If you meet the qualifications and are passionate about making a positive impact on the lives of conflict-affected individuals, we encourage you to submit your application.

How to Apply:

Interested persons should submit an application and updated CV, including educational qualifications, recommendations of previous organizations, contact number and contact details of at least two professional references to recruitment@ghyes.org with the title of the position, (**AAP Officer, VA06025**) applied for. Only shortlisted candidates will be contacted for relevant tests and/or interviews.

Gathering House is dedicated to upholding Equal Employment Opportunity, ensuring that individuals are recruited without regard to their race, ethnicity, religion, or gender. Our organization is deeply committed to promoting the welfare of children and advocating for gender equality. We maintain a zero-tolerance policy towards child abuse and sexual harassment.