



VACANCY- ANNOUNCEMENT

Department: **Program**
Position: **Field Assistant**
No. of Post: **1**
Location: **Magway**
Duration: **6 months with possible extension**
Vacancy Posting Date: **12 October 2026**
Vacancy Closing Date: **26 October 2026**

Background on Acted

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non-discrimination. Based in Paris, France, Acted now operates in 38 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer-term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

Acted is currently looking for one qualified person to fill the position of **Field Assistant**.

JOB PURPOSE:

The Field Assistant plays a vital role in ensuring the effective implementation of project in Magway. Working closely with the Project Manager and the Program Coordinator, the field Assistant will be actively involved in field operations and will be responsible for:

- Coordinating field-level activities: Ensuring that all planned activities are executed efficiently and in alignment with project timelines and objectives.
- Monitoring progress: Tracking the implementation of project activities to ensure they adhere to established plans, budgets, and quality standards.
- Engaging with stakeholders: Collaborating with local communities, partner organizations, and government counterparts to ensure smooth project execution and alignment with local needs.
- Delivering quality outputs: Ensuring all project deliverables meet the highest standards and contribute to achieving the intended outcomes with maximum impact for beneficiaries.
- Reporting and documentation: Preparing timely and accurate reports on project progress, challenges, and achievements to inform decision-making.



The Field Assistant will ensure that all activities are completed on time, within scope, and contribute to sustainable and meaningful outcomes for the target beneficiaries, particularly those affected by conflict and other vulnerabilities.

OBJECTIVES

1. To support the Project Manager on the overall project achievement and grant management, as well as on ensuring a high-quality project with all contractual obligations being met.
2. To be responsible of the project implementation at the field level.
3. To support the Project Manager in ensuring project records and documents (flat files, beneficiary list, attendance sheets, etc.) are adequately prepared, compiled and filed according to Acted procedures.
4. To provide regular and timely updates on progress and challenges to supervisor
5. To support Project Manager for planning and schedule all the project activities within the deadline of the projects and according to the Acted procedures;

DUTIES AND RESPONSIBILITIES

1. Internal Coordination

- a) Support the Program Coordinator/Project Manager (PM) in addressing key operational issues and providing regular updates on field operations and project progress.
- b) Monitor and regularly update the security situation in the project areas and promptly report any incidents or concerns to the supervisor.
- c) Assist the Project Manager in preparing accurate activity and budget forecasts.
- d) Support forecasting of monthly cash requirements for project implementation areas and submit updates to the Project Manager in a timely manner.
- e) Coordinate and communicate regularly with project staff, implementing partners (IPs), and relevant stakeholders to ensure smooth project implementation.

2. Project Implementation

- a) In close cooperation with the Logistic Officer, support procurement planning, maintain proper use and tracking of project assets and stocks, confirm the quality and appropriateness of materials and supplies where applicable, and coordinate other logistical inputs required for project implementation.
- b) Support implementation of project activities at field level in coordination with implementing partners (IPs), community members, and relevant stakeholders.
- c) Conduct regular field visits to monitor activity progress, provide on-site support to IPs, and ensure activities are implemented in line with approved plans, timelines, donor requirements, and quality standards.



- d) Collect, verify, and compile field-level information, activity updates, beneficiary data, and monitoring findings for reporting purposes.
- e) Support distributions, trainings, meetings, awareness sessions, community mobilization activities, and other field events as required.
- f) Assist in identifying implementation challenges, operational gaps, and community feedback, and promptly report them to the supervisor for necessary follow-up actions.
- g) Ensure proper documentation and filing of field activities, including attendance sheets, distribution records, beneficiary lists, photos, monitoring checklists, and other supporting documents.
- h) Coordinate closely with implementing partners to ensure smooth, timely, and accountable implementation of activities.
- i) Support post-distribution monitoring, beneficiary follow-up, and verification activities where required.

3. Transparency

- a) In collaboration with the Project Manager, ensure project records and documents (hard and soft copies), including beneficiary lists, donation certificates, attendance sheets, monitoring forms, and other project documentation, are adequately prepared, compiled, and filed in accordance with Acted procedures and donor requirements.
- b) Ensure transparency, accountability, and proper record-keeping throughout project implementation and monitoring processes.
- c) Properly respect and comply with Acted's Code of Conduct, FLATS procedures, and organizational policies and guidelines.

4. Security

- a) Assist the Project Manager in updating security information and contributing to security guidelines for the project areas of intervention.
- b) Ensure compliance with Acted security procedures and immediately report any security incidents, risks, or concerns encountered during field activities.

5. Liaison with Communities

- a) Work closely with communities to identify priorities, needs, and interventions that respond to local context and vulnerabilities.
- b) Support implementing partners and communities in identifying volunteers, target beneficiaries, cash-for-work participants, and other community structures as appropriate.



c) Promote community participation, accountability, and feedback mechanisms throughout project implementation.

6. Assessments and Monitoring

a) In coordination with the Acted Project Manager and MEAL unit, support rapid assessments, needs assessments, monitoring visits, and data collection activities in project areas.

b) Following guidance and training from Acted staff, support participatory assessments, planning exercises, and community consultations.

c) Support monitoring of implementing partner activities and provide timely feedback on progress, challenges, and quality of implementation.

d) Assist in compiling assessment findings, lessons learned, and field observations for reporting and program improvement purposes.

7. Other Responsibilities

a) Perform any other duties and tasks deemed necessary by the line supervisor to support effective project implementation and organizational objectives.

Code of Conduct and PSEA and security

- **The Field Assistant** must adhere to Acted's Code of Conduct, core humanitarian principles, and organizational policies, with a strict commitment to the prevention of sexual exploitation and abuse (PSEA), child safeguarding, anti-fraud, and professional integrity. Any violations may result in disciplinary action.
- **The Field Assistant** is responsible for contributing to a safe, respectful, and inclusive working environment and for reporting any suspected misconduct, abuse, safeguarding concern, or breach of organizational policies through appropriate reporting mechanisms.
- **The Field Assistant** commits to following all Acted security guidelines, standard operating procedures (SOPs), and safety protocols during project implementation and field movements.

TECHNICAL SKILLS

- Must be a bachelor's degree holder
- Communicative English language skill
- Essential computer literacy (excel, word, office 365, MS outlook, etc)
- Previous experience working with INGOs in the WASH and/or Protection sectors is highly desirable.
- Effective communication skills
- Punctual and reliable
- Strong team skill
- Commitment to and understanding of Acted aims and values



Submission of application:

Applications shall be in English and include:

- i) a resume of not more than 3 pages;
- ii) a cover letter expressing the motivation to work for this specific position;
- iii) a copy of the university degree; and
- iv) Acted Job Application Form including 3 referees (see attached link on MIMU Page) should be submitted to:

Acted Myanmar Office– No.60, Hlaing Myint Mo Lane 2, Hlaing Township, Yangon, Myanmar.

Female candidates who meet the required qualifications are strongly encouraged to apply.

Please note that Acted does not request money or any kind of fees/favor at any stage of the recruitment process.

Email: recruitment.myanmar@acted.org

Applications should be title “**Your Name_ Field Assistant**” and be submitted no later than **26th October 2026 (by 5:00 pm)**. Only shortlisted candidates will be contacted.