

Position	-	Project Assistant
Number of Positions	-	(6) Persons
Duty Station	-	Magway Region
Reports to	-	Project Officer
Project	-	Community Service Program
Contract Duration	-	5 Months
Application Deadline	-	28.10.2026

Guardian Network Background

Founded in 2010 by youth volunteers, **Guardian** is a non-partisan, non-profit national NGO based in Pakokku, Myanmar. We specialize in multi-sectoral humanitarian and development programming across Magway, Mandalay, Sagaing, and Shan. By partnering with UN agencies and international donors, Guardian bridges the gap between immediate emergency relief, response and long-term community resilience.

Project Background

Guardian Network implements projects aimed at supporting the development of project target areas, particularly those affected by natural disasters. Its interventions include providing emergency food assistance, shelter and accommodation support, repairing damaged or destroyed basic infrastructure, restoring the agricultural sector to support food production, creating income-generating opportunities, and providing technical assistance. To support the implementation of these projects, Guardian Network is recruiting Project Assistants.

Duties & Responsibilities

- Provide day-to-day support for project activities and implementation processes.
- Collect information and maintain communication with relevant stakeholders, and coordinate with partner organizations.
- Help ensure that assigned tasks are completed on time in line with project objectives and plans.
- To accurate collect and record project-related data.
- To prepare and submit reports required for the project.
- Continuously monitor activity progress and communicate relevant updates.

- Work collaboratively with project team members to help achieve project objectives.
- Communicate and coordinate with rural communities, local authorities and project partners to identify community needs, concerns and resolve implementation challenges.
- Organize and facilitate project-related meetings and provide the necessary administrative and logistical support.
- Provide timely updates and regular reports on project progress, challenges and achievements to the Project Officer, Project Manager and team members.
- Conduct regular field visits to monitor project activities, identify implementation challenges and community needs and report to the relevant project staff.
- Engage with communities and local authorities to obtain their support and cooperation in facilitation the smooth and effective implementation of project activities.

Key Communication Skills

1. Internal Communication

- Collaborate with Project Officer to ensure implementation processes and requirements are understood and followed.
- Report any discrepancies or challenges in implementation processes to the Project Officer.

2. External Communication

- Communicate professionally with communities and service providers regarding to ensure smooth during implementation.

Skill Competencies, Experience and Requirements

- Must have completed at least the high school level of education or hold a Bachelor's degree.
- Experience in project implementation is required; experience working with a non-governmental organization (NGO) will be an advantage.
- Ability to use Microsoft Office applications, including Word, Excel, and PowerPoint.
- Good time-management and organizational skills, with the ability to complete tasks on time.
- Good communication and relationship-building skills with local communities.
- Ability to ride a motorcycle confidently.
- Accountability & Responsible, and motivated to work.
- Attentive and able to work collaboratively as part of a team.
- Willing and able to travel to field locations and perform duties effectively.

- Carry out project activities transparently and responsibly.
- Comply with the organization's policies and donor guidelines.
- Safeguard accurate data and relevant information.
- Respect and comply with local culture and the organization's standards.
- Must be free any criminal case and well understood about Child Safe Guarding and PSEA.
- Must be sign Child Safeguarding Policy, Humanitarian Principles, PSEA and COC.
- Must be obey Guardian's all policy and procedures.
- Ensure that suspected fraud, misconduct, SEA, or other safeguarding concerns are reported through established reporting mechanisms.
- To take any other relevant duties as may be assigned by the Supervisor.

Integrity

1. Accountability

- Maintain transparency in all financial transactions and ensure proper documentation for auditing purposes.
- Adhere to anti-corruption and fraud prevention policies.

2. Confidentiality

- Safeguard sensitive financial information, including payroll data and donor reports.

3. Ethical Conduct

- Uphold organizational values and donor requirements in all financial activities.
- Avoid any personal or organizational conflicts of interest.
- Must adhere to Guardian Policies and Procedures.
- To take any other relevant duties as may be assigned by the Supervisor.

Application Process: Interested candidates are invited to submit the application letter with **expected salary, and CV with three referees** (PDF format) to: **Email:** hr.guardian1@gmail.com (or) In person to **Head Office-** Guardian, Ward (12), Ngar Kyin Street, Pakokku, Phone: +959 773 873 537.

Deadline: Applications must be received by **5:00 PM, [28 Oct, 2026]**. Please clearly mention the **position title** in the subject line of your email. Only shortlisted candidates will be contacted. There is a 3-month probationary period. Following a successful evaluation, a one-year fixed-term employment contract will be issued.

Guardian is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQIA+ and People with disability are also encouraged to apply. "Priority will be given to local applicants only."

✚ Only short-listed candidates will be contacted for interview.