



မြန်မာလူမှုဖွံ့ဖြိုးမြှင့်တင်ရေးအဖွဲ့

Myanmar Enhancement to Empower Tribal – MEET

No. 453, Taw win street, 7th Ward, ShwePyiThar Township, Yangon

Contact: 95-09-426-060-275

VACANCY ANNOUNCEMENT

Job Title	Field Assistant (Emergency Response)
Number of Positions	1
Employment status	Contract
Project Duration	3 months (Possible for extension)
Location	Mandalay and Sagaing
Travel	Travel as necessary
Reports to	Project Coordinator
Closing Date	28 April 2025

Myanmar Enhancement to Empower Tribal (**MEET**) is a local nongovernmental organization focused on humanitarian and development works for Tribal communities in Myanmar. It aims to enhance the sustainable development of Tribals with a holistic approach program by networking with other NGOs. Objectives of MEET are; to help and build the economic and social infrastructures for the tribal in Myanmar; to increase the local food production sustains and food security; to create job opportunity for Myanmar tribal in the areas of WASH, Livelihoods, Nutrition, Education, Health, Relief, Rehabilitation, Peace, Humanitarian and Social protections.

Key Responsibilities

Duties and Responsibilities: Under the direct supervision and guidance of the Project Coordinator, the Field Assistant is responsible for;

- ❖ Beneficiary verification through mass meetings and individual interviews.
- ❖ Ensure beneficiary selection criteria are properly explained to the community during the beneficiary identification.
- ❖ Responsible for inputting data into the database and producing beneficiary lists and distribution records for different activities.
- ❖ Support in conducting various types of assessments.
- ❖ Support the project team in the transportation of materials to the nearest place of the beneficiary.
- ❖ Ensure the right amount of assistance is received by the right beneficiary at the right time.
- ❖ Be sure to inform the beneficiary in advance of the distribution.
- ❖ Cross-check with the beneficiary list before distribution to make sure you are distributing to the right beneficiary.
- ❖ Take a receipt record in the distribution sheet from each beneficiary.
- ❖ Prepare the monthly distribution plan by maintaining close collaboration with the project team under the supervision of the project coordinator.
- ❖ Monitor the project sites by visiting each project village at least once per week, take a record of findings, and report accordingly.
- ❖ Regularly meet with the camp management committee and village elders and discuss the progress, working conditions, and improvements.



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- ❖ Support the project team in the implementation of MHPSS awareness raising and education talks.
- ❖ Under the supervision of the project coordinator, support the project team in the rental of the truck for transportation and distribution of various types of materials at project sites.
- ❖ Responsible for ensuring compliance with the code of conduct.
- ❖ Perform any other tasks as requested by the supervisor.

Skills and Requirements

- ❖ University Graduate or Professional Certificate/Diploma in a related field
- ❖ Minimum of 2 years' experience in a similar position
- ❖ Flexibility - ability to work with multi-cultural people, open-minded, good communication skills, ability to listen, and diplomacy
- ❖ Strong interpersonal and organizational skills with the ability to assist staff and address conflicts as necessary
- ❖ Ability to travel to field sites frequently, Good teamwork, Honesty, and Integrity
- ❖ Excellent communication (verbal and written) skills in Myanmar and English;
- ❖ Ability to work systematically, accurately, independently, and under pressure
- ❖ Computer skills (Office applications); knowledge of information systems is an asset

APPLICATION INSTRUCTIONS

Interested persons are requested to submit a motivation letter plus curriculum vitae to the MEET organization at marywin1979a@gmail.com and c/c at meet.tribal@gmail.com, mentioning the subject line “Field Assistant” not later than 28 April 2025.

Applicants from the project areas will be prioritized.

Note: Only short-listed candidates will be contacted for personal interviews, and women candidates are strongly encouraged to apply for all positions. MEET is committed to the well-being of children, together with Gender equity and the Protection of Sexual Exploitation and Abuse (PSEA). All staff members are required to sign and adhere to the CoC and PSEA policy at all times. Early application is encouraged as we will review applications throughout the advertising period, and the right to close the advert early is reserved.