

**Job Announcement**

Nump Khone Tai Charitable Organization is a non-governmental organization that is free from politics, religion, and self-interest, and has been supporting the needs of region in areas such as health, education, and human rights as much as possible.

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| Designation | Field Assistant |
| Duty Station  | Nump Khone Tai Charitable Organization, Taunggyi Township and Keythi |
| Number of Positions | Three Position (Two Positions for Taunggyi and One Position for Keythi, Mong Nawng) |
| Travel | Must be able to travel whenever needed by the organization |
| Position Type | Full Time |
| Salary | - |
| Benefit | Public holiday and Leave |
| Probation  | 3 months |
|  | **Relationships**  |
| Report to | Project Officer |
|  | **Responsibilities**  |
|  | * Attends the meeting conducted by the organization and other partner organizations on behalf of the organization.
* Assists Monitoring and Evaluation Officer in data entry.
* Organizes the service mapping for referral and other project related activities.
* Works closely with the field team in conducting field project activities.
* Assists Field Officer on conducting training, development of training materials.
* Provide technical support to Peer Educators with day-to-day operations support.
* Manage distribution of training materials and other relevant documents to field staff and volunteers.
* Assists senior field team in scheduling and meeting preparations of meetings.
* Takes meeting minutes on specific meeting and draft memos for next steps.
* Other duties assigned by supervisor.
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|  | **Position Requirement**  |
|  | * Any graduate degree.
* At least one year of working experience in a related field.
* Able to manage multiple tasks simultaneously.
* Able to use Microsoft Office and Adobe proficiently.
* Applicants must be highly organized and can multitask in a fast-paced campaign environment.
* Ability to work under tight working hours.
* A true self-starter who is a detail-oriented team player
* Excellent written and verbal communication skills in local languages
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|  | We want to create an environment where our employees share the same goal and can change their behavior. Race, religion, skin color it can be set according to gender and age. |

* Anyone who meets the specified qualifications can apply to the address below by (25.6.2025) on Wednesday at 5:00PM.
* Apply to – CV form, Cover Letter and 3 letters of recommendation.

Email to: hr@nktgi.onmicrosoft.com, director@nktgi.onmicrosoft.com

CC: management@nktgi.onmicrosoft.com, pm@nktgi.onmicrosoft.com,

Ph No – 09-777167343, 09-755702418

Adress: Wailuwon Monastery Compound, Ma Har Si Kyoung Gyi Su Quarter, Taunggyi, Southern Shan State, Myanmar.

**\*\*\* Only those selected for interview will be contacted \*\*\*\***