

**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 Officer |
| Duty Station | Nump Khone Tai Charitable Organization, Taunggyi Township |
| Number of Positions | One Position |
| 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** |
|  | * Conducting surveys and gathering data pertinent to the organization’s objectives * Implementing and managing field activities according to the project guidelines * Inspecting and monitoring work progress and performance of the on-field operations * Assessing the needs of the target community or beneficiaries * Compiling and presenting field reports to the management * Coordinating and liaising with local authorities, community leaders, and other stakeholders * Ensuring compliance with local laws, regulations, and organizational guidelines * Training and supervising field personnel and volunteers * Facilitating communication and troubleshooting problems between the field and the head office * Participating in regular meetings to update team members on field progress * Implement and monitor program activities * Report and document results and anomalies observed in the field * Other duties assigned by supervisor |
|  | **Position Requirement** |
|  | * Any graduate degree. * Proven work experience as a Field Officer or similar role * Strong understanding of data collection methods * Proficient in MS Office; working knowledge of data analysis and management * Ability to work with different teams and multi-task * Strong interpersonal and communication skills * Knowledge of local area and community is a plus * Ability to work in harsh field conditions |
|  | 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](mailto:management@nktgi.onmicrosoft.com), [pm@nktgi.onmicrosoft.com](mailto: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 \*\*\*\***