



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. NIL

(National Only)

Four Core values of IRC

Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

Service

We are responsible to the people we serve and the donors who enable our service.

Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

From Harm to Home

The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. www.theirc.org

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	WPE Program Assistant
Number of Opening	1
Who you report to?	WPE Manager
Where you work?	Rakhine
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 th Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 20 th May 2025 to 31 st May 2025
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".
What is your Job Scope?	<p>The Project Assistant will provide general administrative, operational, and programmatic support to the IRC Women's Protection and Empowerment (WPE) programs in Rakhine State. He or she will be responsible for ensuring that IRC supplies and equipment are procured as needed and stored in an organized manner. To do so, he or she will communicate with team members about their procurement needs and prepare and submit Procurement Requests (PRs) through the Integra system for ordering these items. He or she will then follow up with the Operations and Finance Departments to ensure that items are procured on time and according to the request.</p> <p>The Project Assistant will also take the lead in organizing construction, including communicating with engineers, IRC Operations Department, and builders to ensure that construction is completed on time and according to IRC standards. Further, he or she will prepare and submit Program Commitment Requests (PCRs) through the Integra system to obtain cash advances for daily operation of program activities. He or she will communicate regularly with field</p>

staff about their operational needs and work to meet these needs through coordination with the Finance and Operations teams.

The Project Assistant may also support the Finance team as requested with salary disbursement to ISR staff's daily workers in IDP camps. This position will work closely with community focal points to enable strong coordination of activities and to be able to support project activities timely. The Project Assistant will also work closely with WPE Officers of Prevention and response and Managers to streamline M&E and operational procedures and develop ways to improve program efficiency. Additionally, the Project Assistant will work closely with field teams to support program implementation, ensuring the effective delivery of services to the target communities. This position will be based in respective field offices with regular day trips to project sites as necessary. This position will report to the WPE Manager and collaborate closely with the WPE Officers and other relevant departments.

Program Implementation Support:

- Assist in the planning, implementation, and monitoring of WPE program activities in collaboration with field staff and relevant stakeholders.
- Support in facilitation of training, workshops, and awareness-raising sessions in the community.
- Maintain clear records of program activities, including participation data, field reports, and feedback from beneficiaries.
- Participate in field visits to monitor ongoing activities, identify challenges, and propose solutions to improve program effectiveness.
- Assist with the development of activity plans, schedules, and logistical arrangements for program-related events.

Administrative and Operational Support:

- Ensure that IRC supplies and equipment are procured, tracked, and stored in an organized manner.
- Prepare and submit regular Program Commitment Requests (PCRs), and Item Forecast (program) through Integra systems for activities, request advance, and liquidate the advance regularly.
- Prepare and submit advance payment of regular activities and ensure an advance claim after activities are done.
- Reimburse for in-camp transportation for field staff.
- Lead construction projects by communicating with engineers, IRC Operations Department, and builders as needed to ensure that construction is completed on time and according to IRC standards.
- Communicate regularly with field staff about their operational needs and work to meet these needs through coordination with the Finance and Operations teams.
- Support Finance team as requested with salary disbursement or delivery to WPE daily workers in field sites.
- Support in delivery of office supplies, equipment, and materials into project sites.
- Communicate regularly with WPE Officers and Managers to ensure that the program's operational needs are met in an organized and timely fashion.
- Collaborate with WPE Officers and Managers to streamline procedures and develop ways to improve program efficiency.
- Closely work with Supply Chain Team to make sure on items quality and received program purchase items.
- Follow up with Operations and Finance Departments to ensure items are procured and cash advances are received to meet program needs.
- Complete other assignments as requested.
- Must be aware of GBV Guidance principle (Respect, confidential, security & security and non-discrimination)
- Support in program things of printing, copying, distribution process and other things, which is needed support to WPE Officer and Manager.

Coordination and Representation

- Coordinated with IRC Program and Operation teams for Advance claim and procurement process.
- Liaised regularly and work closely with program team, operations, finance staff and other sector in the field office.

Other

- Consistently monitor/assess the safety and security of the WPE team, promptly reporting concerns or incidents to the Snr WPE Manager and other IRC senior staff.
- Ensure all activities are carried out in accordance with IRC Operational policies.
- Other duties as assigned by the supervisor.

What should you have?

Education:

- Bachelor's degree or equivalent work experiences.

Experiences:

- Professional experience in an office environment
- Experience in logistics or operations
- An understanding of basic gender-based violence (GBV) and women's protection concepts and an interest in reducing GBV in the community

Competencies:

- Computer literacy, including use of Microsoft word and excel
- Able to communicate clearly and effectively with colleagues and external partners
- Knowledge of local services and resources, such as market for supplies and labor
- Able to work in a fast-paced environment and complete multiple tasks in an organized and timely manner.
- Flexible and patient in adapting to evolving program needs
- Able to independently and creatively solve day-to-day challenges as they arise
- Self-starter who is motivated to proactively address program gaps and strengthen existing activities
- Organized with attention to detail
- Positive attitude
- Team player

Language:

- Excellent written and oral communication skills in Burmese, strong interpersonal skills
- Ability to communicate in English and computer literate.
- Preferably working knowledge of Rakhine and the local language.

Deadline	Mailing Address	Email
5pm on Saturday, May / 31st / 2025.	International Rescue Committee Yangon Office No. 69/54 (B4), Oak Tha Phayar Street, Kyaikkasan Quarter, Bahan Township, Yangon.	HR.IRCMyanmar@rescue.org
Notes: <ul style="list-style-type: none">➤ I Resume/Application is requested to be submitted in Microsoft Word Format.➤ Please clearly mention the Position and Location you are applying for in the email Subject Line.➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status, or disability. IRC's GEDI, Gender Equality Diversity and Inclusion policy applies to all IRC Staff.➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff.		

- Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will result in the termination of the employment contract even after successfully being selected.
- **IRC regrets to inform you that only short-listed candidates will be contacted.**