

**Job Title: Project Officer– Sein Lann Project**

Location: Bogalay Township, Ayeyarwaddy Region, Myanmar

Reports to: Project Manager (Kyal Sin May Development Organization)

Application deadline: 12th May 2025

Project Focus: Improving food security, nutrition, and promoting gender-responsive, sustainable livelihoods for vulnerable households

About Kyal Sin May Development Organization

Kyal Sin May (KSM) is a women-led organization based in the Ayeyarwaddy Region, Myanmar, dedicated to empowering women and building resilient rural communities. Founded after Cyclone Nargis, KSM strengthens livelihoods through sustainable development initiatives, capacity building, gender empowerment, and support for women-led enterprises. KSM's programs focus on sustainable livelihoods, nutrition and community health, safe migration, disaster risk reduction, social protection for vulnerable groups, and emergency response. Through comprehensive programs and strong partnerships, KSM fosters socio-economic growth, environmental protection, and community resilience, contributing to a prosperous and inclusive future.

Position Summary

The Project Officer for the Sein Lann Project will play a critical role in supporting the planning, implementation, monitoring, and reporting of activities aimed at improving food security, nutrition, and promoting sustainable, gender-responsive livelihood strategies for vulnerable households in Ayeyarwaddy Region. This role requires close collaboration with community groups, women's networks, local authorities, and other stakeholders to ensure the successful execution of project activities and achievement of its objectives.

Key Responsibilities**Project Planning and Implementation**

- Support the Project Manager in the development of detailed work plans for the Sein Lann Project.
- Coordinate and implement project activities related to food security, livelihood enhancement, and community health.
- Engage with local communities, ensuring their active participation in project activities.
- Monitor the day-to-day implementation of activities in line with project timelines and objectives.



Monitoring, Evaluation, and Reporting:

- Track project progress and ensure activities are completed on time and within budget.
- Collect data from the field and assist in the preparation of regular project reports.
- Ensure documentation of activities and project outcomes, including collecting beneficiary feedback and photos for reporting purposes.

Stakeholder and Community Coordination

- Build and maintain strong relationships with local community groups, women's networks, and key stakeholders, ensuring their active participation in the project.
- Work closely with local authorities and other partners to ensure alignment with local needs and priorities.
- Facilitate workshops, meetings, and other project-related activities, ensuring effective communication with stakeholders.

Capacity Building and Training

- Facilitate training and capacity-building activities for community members, focusing on improving livelihood skills, nutrition, and safe migration practices.
- Provide ongoing support and mentorship to beneficiaries, especially women and youth, ensuring they gain the necessary skills to enhance their livelihoods and resilience.

Safeguarding and Gender Integration

- Ensure that all project activities are implemented in a gender-sensitive and inclusive manner.
- Actively contribute to the organization's efforts to promote gender equality and social inclusion.
- Adhere to Kyal Sin May's safeguarding policies, ensuring a safe and respectful environment for all beneficiaries and stakeholders.

Resource Management

- Assist in the management of project resources, including materials, finances, and equipment, ensuring they are used efficiently and in accordance with project guidelines.
- Monitor project expenditures, ensuring alignment with the budget.

Qualifications and Requirements

- Bachelor's degree in Social Sciences, Development Studies, Agriculture, or a related field.



- At least 2 years of experience in project management or community development, preferably related to food security, livelihoods and nutrition.
- Experience working with vulnerable communities, particularly women and youth.
- Strong communication, organizational, and interpersonal skills.
- Ability to work independently and collaboratively with diverse teams and stakeholders.
- Familiarity with monitoring and evaluation processes and tools.
- Proficiency in Microsoft Office and basic data management software.
- Strong commitment to gender equality and social inclusion.
- Adaptable, with the ability to work in a dynamic, fast-paced environment.
- Dedication to Kyal Sin May's values of empowerment, resilience, and community-driven development.

Working Condition

The position is based in Bogalay Township, Ayeyarwaddy Region, with the possibility of travel within rural areas as required by the project.

To Apply: Interested candidates should submit an application letter, curriculum vitae (CV) with relevant documentation, and a recent photo. Applications should be sent via email to kyalsinmay.bgl@gmail.com, with the subject line clearly stating the position and location applied for. Only shortlisted candidates will be contacted. Kyal Sin May Development Organization is committed to fostering diversity and inclusivity and encourages all qualified individuals to apply.

Safeguarding and Ethical Conduct

Kyal Sin May Development Organization is committed to ensuring the protection and safety of all individuals, especially women and children, involved in its programs. We adhere to Protection from Sexual Exploitation and Abuse (PSEA) standards and expect all staff to comply with these ethical standards. The organization fosters a culture of respect, dignity, and inclusivity, and enforces policies that prevent and address any form of sexual exploitation, abuse, and harassment.