



# Future Light Youth Development Organization

*Bogyoke Road, Monywa Township, Sagaing Region, Ph 09-401504504, 09-942230099*

## VACANCY ANNOUNCEMENT

Date:

Job Title	Project Officer
Department	Program Department
No. of Position	4
Duration	Up to September 2025
Location	Multiple Townships
Employment Type	Full Time

### About FLYDO

Future Light Youth Development Organization is dedicated to fostering sustainable development in Myanmar, with a focus on utilizing local resources and enhancing community resilience. In a region facing environmental challenges, the organization works toward environmental protection, disaster relief, and socio-economic growth. By promoting inclusive approaches, they aim to empower local civil society organizations and nurture human potential, ensuring long-term development that benefits the community and strengthens its capacity to address pressing needs.

FLYDO Myanmar is now seeking for a suitable passionate national candidate for Project Officer Position at multiple Townships.

### Position Overview:

The Project Officer will support the planning, coordination, and implementation of the WFP food and nutrition distribution project. This role includes facilitating community engagement, coordinating logistics, and ensuring compliance with WFP guidelines. The Project Officer will work under the supervision of the Project Manager, contributing to efficient and effective project delivery and ensuring that all beneficiaries receive timely support.

### Key Responsibilities:

#### Project Implementation and Coordination

- Assist the Project Manager in implementing the WFP food and nutrition distribution activities according to the project plan.
- Coordinate logistics for food distribution, including transportation, storage, and handling, ensuring that all activities meet WFP standards.
- Monitor distribution sites to ensure that operations run smoothly and that beneficiaries receive assistance in an organized and respectful manner.

#### Community Engagement and Stakeholder Liaison



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- Serve as the primary point of contact for local community members and beneficiaries at distribution sites.
- Engage with community leaders and local authorities to promote understanding of the project and encourage community support and participation.
- Address beneficiary concerns and provide clear information on distribution procedures, eligibility, and project goals.

### **Monitoring, Data Collection, and Reporting**

- Support monitoring and evaluation activities by collecting data at distribution sites, including attendance records and beneficiary feedback.
- Conduct beneficiary surveys to assess satisfaction and areas for improvement.
- Assist in preparing regular progress reports for the Project Manager and WFP, documenting project activities, challenges, and outcomes.

### **Documentation and Compliance**

- Maintain accurate and up-to-date records of all distribution activities, including beneficiary lists, attendance sheets, and any incidents.
- Ensure all project documentation complies with WFP guidelines and FLYDO policies, making records available for audits and reviews as needed.
- Report any issues related to distribution compliance, safety, or other concerns to the Project Manager.

### **Administrative and Financial Support**

- Track project expenses and prepare documentation for financial reporting in coordination with the finance team.
- Support the Project Manager in preparing budgets for activities and in ensuring cost-effective use of resources.
- Submit timely administrative and financial documents as required by FLYDO and WFP.

### **Qualifications and Experience:**

- Bachelor's degree in Development Studies, Social Sciences, Nutrition, Public Health, or related field.
- At least 2 years of experience working on project implementation, preferably in food distribution or nutrition projects within an NGO or community-based setting.
- Familiarity with food distribution, logistics, or community engagement is an advantage.
- Knowledge of the local socio-cultural and geographic context in Monywa Township is preferred.

### **Skills and Competencies:**

- Strong organizational and time-management skills, with keen attention to detail.



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## | FLYDO

- Ability to work effectively in a team and communicate clearly with diverse groups.
- Proficiency in MS Office (Word, Excel, PowerPoint) and familiarity with data collection tools.
- Strong problem-solving abilities and a proactive approach to overcoming challenges.
- Good communication skills in both English and the local language.

### Working Conditions:

- Based in multiple Townships, with potential travel within Myanmar as required by the project.

**To Apply:** Interested person should submit the application letter, curriculum vitae with relevant documentation and a recent photo to the [flydomyanmar@gmail.com](mailto:flydomyanmar@gmail.com).

If sending your application via email, please mention the position and location applied for in the subject line.

For in-person submissions, please deliver your completed application form to one of the designated FLYDO branch locations listed below;

FLYDO has a zero-tolerance policy towards sexual exploitation, abuse, and harassment (PSEA). All staff are expected to uphold the highest standards of behavior and comply with FLYDO's PSEA policy at all times. Breaches of this policy will result in disciplinary action, up to and including termination of employment.

Only short-listed candidates will be contacted. Future Light Youth Development Organization is committed to fostering diversity and inclusivity and encourages all qualified individuals to apply. Future Light Youth Development Organization is committed to diversity and inclusivity.