



Land Core Group (LCG) - မြေယာမဏ္ဍိုင်အဖွဲ့

E-2, University Yeikmon, Bahan Township, Yangon, Myanmar. 11201, Myanmar.

Tel: + 95 9260816022

Email: info@lcmyanmar.org

Position Description

Job Title	Description	Supervisor	Duty Station	Employee Type	Salary
Project Officer (MHF Project)	See the below	Project Manager (MHF project)	Yangon (Occasional travel to the field)	Full Time (1 Year contract, extendable if funding is available)	

Land Core Group is looking energetic and qualified individuals for the position of Project Officer to be based in Yangon.

Overall responsibility

The Project Officer's overall responsibility is to provide support to the Project Manager to support humanitarian assistance work of LCG and its partner organizations under an MHF-funded project.

Specific Responsibilities

Project Management:

- Contribute to the development of project work plans, budgets, and timelines.
- Ensure effective implementation of project activities, including procurement and monitoring.
- Conduct regular field visits and assessments to monitor progress and identify challenges.
- Take part in preparing project reports and documentation.

Leadership

- Participate actively in internal and external leadership development sessions and training opportunities as identified by the Project Manager and the organization.
- Contribute to a positive and collaborative team environment.

Stakeholder engagement

- Support the Project Manager in establishing and maintaining strong working relationships with partner organization staff in the field.
- Assist in the coordination of project activities between LCG and partner organizations.
- Facilitate communication and information sharing between all stakeholders.
- Participate in joint planning meetings and provide logistical and administrative support as needed.



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- Assist in addressing any challenges or issues arising during project implementation in collaboration with the Project Manager.
- Maintain LCG's relationships with civil society and other stakeholders, build new relationships, and facilitate engagement by stakeholders to advance LCG's mission
- Identify ways that LCG can improve consultation processes
- Participate actively in sector/cluster coordination mechanisms, such as the Health Cluster and Protection Cluster, and coordinate with other stakeholders through them.

Project Implementation and Monitoring:

- Support the implementation of project activities according to detailed implementation plans and budgets.
- Work closely with the LCG M&E Coordinator and the Project Manager to support the establishment of the project's M&E database and system, ensuring it effectively captures relevant data and indicators.
- Assist in monitoring the progress of project activities against agreed-upon timelines and targets.
- Collect and compile data and information related to project activities, outputs, and outcomes.
- Assist in the preparation of regular progress reports, including narrative and data components, for the Project Manager.
- Identify potential delays or challenges in project implementation and escalate them to the Project Manager.

Technical Support:

- Provide technical support to partner organization staff in specific areas as required and under the guidance of the Project Manager (e.g., data collection, distribution processes, community engagement).
- Assist in capacity-building activities for partner staff.
- Ensure that project activities are implemented in accordance with relevant technical standards and guidelines.

Other Duties:

- Undertake any other duties as assigned by the Project Manager that are consistent with the overall purpose and responsibilities of the position.

Duty Station

The duty station is in Yangon with occasional travel to various states and regions of Myanmar based on the requirements of the project.



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Qualifications:

- Bachelor's degree in a relevant field such as social sciences, development studies, project management, or a related discipline.
- 2 years of experience working in humanitarian or development projects, preferably with experience working with partner organizations.
- Understanding of humanitarian principles and standards.
- Experience in project monitoring and reporting.
- Strong organizational and time management skills.
- Good written and verbal communication skills in English and Myanmar
- Proficiency in basic computer applications (MS Word, Excel, PowerPoint, email).
- Ability to work independently and as part of a team.
- Strong problem-solving and analytical skills.
- Ability to work effectively in a multicultural and challenging environment.
- Experience in WASH, health, livelihoods, NFI

Women are especially encouraged to apply.

Apply To:

Qualified applicants are requested to submit (1) a cover letter (referencing the job title and VA. No **LCG/VA/ 2506-02**), (2) an updated CV, (3) the expected salary, (4) available joining date and (5) three references (including name, position, and contact details) who knows your professional experience and competence, latest by **(17 June 2025)** “**Subject : Application LCG/VA/2506-02**” by email to the following email address: tmnaing@lcgmyanmar.org copy to sdwah@lcgmyanmar.org.

Only short-listed candidates will be invited for relevant tests and/or personal interviews.

The hiring process will start as soon as the suitable candidates apply for this position.

LCG is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender.