

Position title	:	Project Officer (Technical Engineer)
No. of Post	:	(3) Post Only
Project Title	:	Community Services Program
Duty Station	:	Magway, Mandalay & Sagaing Region
Report to	:	Project Manager
Contract type	:	Full-time employee
Application Deadline	:	28.10.2026

Founded in 2010 by youth volunteers, **Guardian** is a non-partisan, non-profit national NGO based in Pakokku, Myanmar. We specialize in multi-sectoral humanitarian and development programming across Magway, Mandalay, Sagaing, and Shan. By partnering with UN agencies and international donors, Guardian bridges the gap between immediate emergency relief, response and long-term community resilience.

Project Background

Project Overview: Emergency Response, Shelter Support and Infrastructure Restoration

Guardian is seeking dedicated professionals to join our mission in the Magway, Mandalay & Sagaing Region. Our current programming integrates Shelter Support for Earthquake Affected Vulnerable Communities.

Core Program Pillars:

- **Emergency Shelter Materials Assistance:** Provide in-kind shelter materials kits to eligible earthquake-affected households to support the repair, rehabilitation, or reconstruction of damaged shelters and improve access to safer living conditions.
- **Ground Preparation and Site Readiness:** Support ground preparation and basic site readiness activities to enable affected households to undertake shelter repair or reconstruction safely and appropriately, based on site conditions and relevant technical guidance.
- **Skilled and Casual Labour Support:** Facilitate access to skilled and casual labour for essential shelter-related activities, helping vulnerable households overcome labour constraints and complete necessary shelter works.
- **Safe, Inclusive, and Accountable Shelter Assistance:** Ensure transparent beneficiary selection, community participation, protection mainstreaming, Gender Equality, Disability and Social Inclusion (GEDSI), Prevention of Sexual Exploitation and Abuse (PSEA), and accountability to affected populations (AAP) throughout project implementation.

- **Technical Quality and Community Recovery:** Promote appropriate construction practices, quality assurance, safe use of shelter materials, and community engagement to support more durable shelter solutions and the recovery of earthquake-affected households.
- **CBDRM:** Facilitated the setup and preparation of Community-Based Disaster Risk Management (CBDRM) systems and related activities, working directly with targeted communities.

Duties and Responsibilities

Project Management

- To lead the process of implementation in Shelter, Construction & Infrastructure Restoration Sector.
- To conduct technical assessments of earthquake-affected households and shelter conditions in the assigned project areas.
- Prepare technical recommendations, basic drawings, Bills of Quantities (BoQs), specifications and cost estimates where required.
- Provide technical input for shelter repair, rehabilitation, or reconstruction activities in accordance with approved project designs and applicable standards.
- Assess and verify shelter materials requirements based on approved technical specifications and beneficiary needs.
- Provide technical guidance to skilled and casual labourers on work methods, construction quality and occupational safety.
- Coordinate with communities, village leaders, beneficiaries, and relevant stakeholders on technical shelter matters.
- Explain shelter materials specifications, appropriate use and basic safety considerations to beneficiaries.
- Support transparent beneficiary verification and technical assessment processes in coordination with the Programme and MEAL teams.
- Ensure that persons with disabilities, older persons, women-headed households, and other vulnerable groups are considered in shelter planning and implementation.
- Support the safe referral of feedback and complaints through established organizational mechanisms.
- Prepare regular technical progress reports, field visit reports, assessment findings, and work completion records.
- Report implementation delays, technical challenges, quality concerns, and potential risks to the Project Manager promptly.
- Conduct regular visits to project sites and lead the project activities, gather feedback from beneficiaries and submit detailed report about the activities and findings.
- Collect data on project indicators and maintain an updated database on project progress.
- Support the Project Manager to record and analyze monitoring data for reporting and timely communicate the results of analysis to make right decision.

- According to donor requirements must be send weekly, bi-weekly& monthly narrative report to project Manager timely.
- Responsible for overall activities and success of project goal, to ensure that it is delivered in time, with the budget and also project data.
- Support the Project Manager to prepare quarterly, bi-annual and annual project reports based on accurate and evidence-based data.
- Assist project Manager reviewing log-frames, M&E work plans and targets through to project implementation.
- To solve and negotiate the problems of implementation.
- Responsible for project documentation, financial and administrative assistance to the field level.
- Good Relationship with relevant stakeholders.
- Must be travel to project area, attend in technical training and participate in knowledge sharing activities.
- Must be free any criminal case and well understood about Child Safe Guarding and PSEA.
- Must be sign Child Safeguarding Policy, Humanitarian Principles, PSEA and COC.
- Apply the Do No Harm approach and accountability to affected populations.
- Ensure that suspected fraud, misconduct, SEA, or other safeguarding concerns are reported through established reporting mechanisms.
- Must be obey Guardian's all policy and procedures.
- To take any other relevant duties as may be assigned by the Supervisor.

Key Communication Skills

1. Internal Communication

- Collaborate with Project Manager to ensure implementation processes and requirements are understood and followed.
- Report any discrepancies or challenges in implementation processes to the Project Manager.

2. External Communication

- Communicate professionally with communities and service providers regarding to ensure smooth during implementation.

Skill Competencies, Experience and Requirements

- ❖ Bachelor's degree in Civil Engineering Background, Construction Engineering, Development Studies, or other related fields. A Master's degree is an added advantage.
- ❖ At least 2–3 years of relevant experience in construction, shelter programming, site supervision, infrastructure rehabilitation, or related technical work.

- ❖ Additional training or certification in shelter construction, construction supervision, disaster response, or humanitarian assistance is an advantage.
- ❖ Experience in earthquake response, emergency shelter, disaster recovery, or humanitarian projects is highly desirable.
- ❖ Demonstrated experience in technical assessments, BoQ preparation, construction quality monitoring, and field-level implementation.
- ❖ Experience coordinating with communities, contractors, skilled workers, casual labourers, and project implementation teams.
- ❖ Previous experience working with NGOs or INGOs is an advantage.
- ❖ Demonstrated ability to support, strengthen, and ensure the successful operation and sustainability of community groups.
- ❖ Excellent analytical, problem-solving, communication, and stakeholder engagement skills.
- ❖ Ability to work independently, manage multiple tasks effectively, and achieve project objectives within the given timeline.
- ❖ Strong reporting, documentation, and computer literacy skills, including proficiency in Microsoft Office applications.
- ❖ Must be able to relocate or travel to assigned duties in Magway, Mandalay & Sagaing Region.

Integrity

1. Accountability

- Maintain transparency in all financial transactions and ensure proper documentation for auditing purposes.
- Adhere to anti-corruption and fraud prevention policies.

2. Confidentiality

- Safeguard sensitive financial information, including payroll data and donor reports.

3. Ethical Conduct

- Uphold organizational values and donor requirements in all financial activities.
- Avoid any personal or organizational conflicts of interest.
- Must adhere to Guardian Policies and Procedures.
- To take any other relevant duties as may be assigned by the Supervisor.

Application Process: Interested candidates are invited to submit the application letter with **expected salary, and CV with three referees** (PDF format) to: **Email:** hr.guardian1@gmail.com (or) In person to **Head Office-** Guardian, Ward (12), Ngar Kyin Street, Pakokku, Phone: +959 773 873 537.

Deadline: Applications must be received by **5:00 PM, [28 Oct, 2026]**. Please clearly mention the **position title** in the subject line of your email. Only shortlisted candidates will be contacted. There is a 3-month probationary period. Following a successful evaluation, a one-year fixed-term employment contract will be issued.



Guardian is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQIA+ and People with disability are also encouraged to apply. "Priority will be given to local applicants only."

 **Only short-listed candidates will be contacted for interview.**