



## **Gathering House Youth Empowerment Society**

### **Vacancy Announcement**

**(VA02125/VA02225/VA02325, GHYES-HR)**

Gathering House Youth Empowerment Society is seeking a highly skilled and experienced applicant for the following vacant position.

**Position Title:** Program Assistant

**No of Position:** Three Positions

**Location:** Mandalay Region

**Desired Start Date:** As early as possible

**Duration:** Six Month Contract (Possible Extension)

**Reports to:** Program Officer

**Closing Date:** After having identified a suitable candidate

#### **Background:**

**Gathering House Youth Empowerment Society** is a dynamic and fast-growing youth organization founded in 2020. Our vision is to empower young people to build a society that is both peaceful and comprehensively developed. We are committed to achieving this through our mission of working alongside young people and youth organizations to empower and support them to become active agents of positive change in their communities. By doing so, we aim to build a peaceful and comprehensively developed society where every young person can reach their full potential. Our core values reflect who we are as an organization and guide our work. We value ***diversity and non-discrimination***, recognizing and embracing differences among individuals. We foster ***innovation***, encouraging creativity and new ideas in our work. ***Mutual respect*** is at the core of our interactions, promoting a culture of collaboration and teamwork. We prioritize ***transparency*** in all aspects of our operations, promoting open communication and accountability. We take ***responsibility*** for our actions and their impact, committing to ethical and sustainable practices.

As an active youth organization, we are committed to the growth and development of our team members. We provide a dynamic, flexible and supportive work environment where every team member is encouraged to thrive and reach his or her full potential.

**Job Summary:** We are seeking a dedicated, highly skilled, and experienced individual to join our organization as a Program Assistant for the Humanitarian Aid Program. The Program Assistant will be responsible for assisting in the execution of projects that enhance access to humanitarian aid and contribute to the welfare of beneficiaries.

### **Key Responsibilities:**

- Assist Program Coordinator in the development of project plans, budgets, and work schedules in collaboration with program coordinator, and stakeholders
- Lead in the implementation of project activities, including procurement, logistics, and distribution of aid materials, while adhering to project timelines and budgets
- Monitor project progress, track key performance indicators (KPIs), and prepare regular reports to update program coordinator and program manager on project status and achievements
- Assist in organizing and facilitating project related meetings, workshops, and coordination sessions to exchange information, coordinate activities, and address project challenges
- Maintain project documentation, including contracts, agreements, reports, and correspondence, in an organized and accessible manner
- Contribute to the preparation of project proposals, reports, and communication materials to showcase project achievements and attract funding opportunities
- Assist in collaboration and coordination with relevant stakeholders, including local communities, and partner organizations
- Provide guidance, mentorship, and support to project assistants, volunteers, and partners involved in project implementation
- Coordinate with IAD team in implementation of rapid need assessment, market assessment, post distribution monitoring and other relevant surveys

### **Essential Qualifications and Experiences:**

- Minimum 3 years of experience in humanitarian aid project implementation at conflict-affected areas, preferably in and WASH, Shelter/NFIs and Food Assistance.
- Strong understanding of conflict dynamics and challenges faced by affected populations.
- Knowledge of humanitarian principles and best practices.
- Proven ability to plan, implement, and monitor projects effectively.
- Strong interpersonal and communication skills to engage diverse stakeholders.
- Experience in monitoring and evaluation, including data analysis.
- Proficiency in English and Burmese languages.
- Proficient in Microsoft Office Suite and data management software.
- Commitment to the organization's vision, mission, and values.
- Willingness to travel to field and work in difficult environment according to job requirements.

### **Benefits**

- Competitive salary and allowance (**About 300 USD**, based on qualifications and experience)
- A supportive and collaborative work environment that fosters continuous learning and growth

- Valuable hands-on experiences and exposure, providing opportunities for professional development and career advancement
- Capacity building initiatives such as workshops, training programs, and conferences to enhance your skills and knowledge

If you meet the qualifications and are passionate about making a positive impact on the lives of conflict-affected individuals, we encourage you to submit your application.

### **How to Apply:**

Interested persons should submit an application and updated CV, including educational qualifications, recommendations of previous organizations, contact number and contact details of at least two professional references to [recruitment@ghyes.org](mailto:recruitment@ghyes.org) with the title of the position, **(Program Assistant, VA02125/VA02225/VA02325)** applied for. Only shortlisted candidates will be contacted for relevant tests and/or interviews.

Gathering House is dedicated to upholding Equal Employment Opportunity, ensuring that individuals are recruited without regard to their race, ethnicity, religion, or gender. Our organization is deeply committed to promoting the welfare of children and advocating for gender equality. We maintain a zero-tolerance policy towards child abuse and sexual harassment.