



## **Gathering House Youth Empowerment Society**

### **Vacancy Announcement**

**(VA04025, 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:** One Position

**Location:** Mandalay and Sagaing Region

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

**Duration:** Till end of June 2025 (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 the Program Officer in planning, organizing, and delivering humanitarian aid activities for earthquake related response
- Implement project work plans and assigned tasks in a timely manner
- Provide capacity-building training to volunteers for effective activity implementation
- Coordinate logistical arrangements for project activities, including meetings, workshops, trainings, and field visits
- Provide administrative support to the Program Officer, including managing calendars, scheduling appointments, and processing paperwork
- Maintain and record program-related documents such as beneficiary data and distribution lists
- Foster positive and professional relationships with stakeholders, partners, and beneficiaries
- Support coordination and collaboration with internal teams and external partners, responding to inquiries as needed
- Assist in preparing and disseminating project-related materials, including meeting agendas, presentations, and reports
- Conduct rapid need assessments, gather data, and draft documents to support project planning and reporting
- Undertake any other duties assigned by the Program Officer

**Essential Qualifications and Experiences:**

- Minimum 2 years of experience in humanitarian aid project implementation, preferably in conflict-affected areas
- Strong understanding of conflict dynamics and challenges faced by affected populations
- Knowledge of humanitarian principles, international frameworks, and best practices
- Strong interpersonal and communication skills, with the ability to engage diverse stakeholders
- Proficiency in written English and Burmese languages
- Proficient in Microsoft Office Suite and data management software
- Commitment to the organization's vision, mission, and values
- Local knowledge and travelling experiences in Mandalay and Sagaing townships is an asset

## 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, VA04025)** 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.