

Vacancy Announcement
Project Assistant

(This position is only for Myanmar National)

(One year's contract and possible extension)

Who We Are

Our organization is a non-profit organization that mostly focuses on education, humanitarian, livelihood, health, nutrition and social cohesion for local community development. Currently, these all program are implemented in Middle heart land Myanmar and we will extend it in country wide. Our organization is always focus on the youth capacity development, women empowered and community sustainability that is our value and strategies implementation with UN, INGOs, NGOs, and CBOs.

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| Position | : Project Assistant (Education) |
| Accountable | : Project Officer |
| Location | : Natmauk and Myouthhit, Magway Regional |
| Number of positions | : 1 |
| Assignment Type | : One year contract with possible extension |
| Travel Percentage | : 80 % |
| Closing Date | : 16 May 2025, 5:00 PM |

Job Purpose: The project assistant will be based in Natmauk and he/she needs to travel to the project area to implement the project activities and community participation. This position is mainly focused on implementing education projects for child at the village level. He or She will implement the project to cover the project target. The project assistant will be expected, with consistent support from the project officer, the implementation of community-based integrated for village level communities in Natmauk and Myouthhit Township in basic materials to ensure continuity of education, coordination with stakeholders, and project management team at the program unit (field) level. He/ She will participate in the project monitoring activities that ensure information is available and organized to assist quarterly and annual reporting. The project assistant will also be expected to negotiate with the village development committees by supporting and building the capacity and technical support for the local community.

ACCOUNTABILITIES:

- Implement and follow up on the detailed implementation at the village level.
- Provide management support to volunteers, and community development facilitators and improve their capacity
- Visit field areas and vulnerability Analysis & target beneficiaries.
- Lead and manage the engagement meeting/ dialogues at the household level and beneficiaries and support
- Support the distribution of learning materials
- To facilitate child protection, cash transfer, and education activities to reach the original target and result.
- To prepare and assist the capacity building training for the local community
- To collect the baseline data, combination and to support data analysis
- To participate in the project monitoring activities and support the project data
- Facilitate skills enhancement activities for the local community, and community leaders for education
- Organize monthly meetings with community members, community leaders, and local partners to share and practice learning activities.
- Participate in meetings and other capacity enhancement activities
- Proactively contributes to the overall implementation of the project.
- Develop weekly/monthly visit plans and reports and share them with Project Officer/Project Manager and Program Manager
- Keep records of activities and report periodically on program progress with recommendations on time

Qualification & Experience:

- Diploma or degree in project management, education, social, science, development studies, or other relevant
- Minimum one year of proven experience working in development projects and multisector or other development sector.
- Experience in monitoring and evaluation of technical tools and method
- Project management skills are strong experience and knowledge with Do No Harm and conflict sensitivity approaches
- Demonstrated understanding of the humanitarian emergency operating context including Sphere, the humanitarian system, security, and field-level project management
- Previous experience working for an NGO or other non-profit organization is preferable.
- Good English language and computer skills
- Strong team-building and facilitation skills
- Experience the project budget management
- Understanding of education, and wash of methodology and practices

- Understanding of community development and strong knowledge and planning, monitoring, and evaluating programs
- Understanding of participatory methodologies and localization approach
- Good negotiating skills and planning and monitoring, coaching, mentoring, training, and facilitation skills
- Demonstrate a high degree of professionalism and integrity

How to apply

To apply, please send your CV and Cover Letter to recruitmentteam.org@gmail.com using the subject line “**Project Assistant (Education)**”

This application will be closed on 16 May 2025, 5:00 PM.

Only shortlisted candidates will be contacted. Shortlisted candidates will be required to provide at least three professional references.

All of the employees must be following to our organization PSEA policy, child safeguarding, anti-corruption and other related policy because our organization have a zero-tolerance policy for upper mentioned policy.

We are welcome to diverse candidate in our diverse working environment. We are equal opportunities and diverse background to bring their work knowledge, experience and alternative perceptive.