

VACANCY ANNOUNCEMENT

Job Title	Project Assistant (Field Operation)
Reports to	Program Officer
Number of Position	1
Location	Yangon
Travel	Up to 75% of work time (travel to project areas in Yangon)
Duration	31 December 2025

Community Partners Myanmar (CPM) is a local community-based non-government organization, established in January 2012. CPM works together with local organizations to increase their capacity to deliver essential health, development, social, and humanitarian assistance services in Myanmar. CPM has nearly 10 years of experience in building the skills and resources of local partners (including faith-based organizations, local NGOs, community-based organizations, and ethnic health organizations). Currently, CPM is working together with Community-Based Organizations (CBOs) and Civil Society Organizations (CSOs) for delivering primary health care services, education, livelihood, and community development services in sub-urban areas and remote areas.

CPM is seeking a capable candidate to assist the Program Officer in daily administrative and operational needs. The Project Assistant (Field Operation) will be under the supervision of the Program Officer to ensure that all clients receive high-quality healthcare precisely when and where it is required.

Primary Responsibilities

- The role of a Project Assistant (Case Facilitator) is primarily centered around supporting and facilitating various tasks related to managing cases and associated data for client care. Confidentiality is not only essential but also fundamental to providing quality care to individuals.

Responsibilities:

- Link the clients to the clinics/health facilities.
- Track the clients who do not contact the clinic/facilities on a regular basis.
- Provide the necessary financial support to the needed clients.
- Keep the clients' records, computerized data entry, and perform monthly reporting.
- Handle day-to-day administrative tasks.
- Perform other tasks assigned by the supervisor.

Qualification:

- University graduate
- Computer literacy, particularly with Microsoft Office applications and data entry.



- Some experience or knowledge related to communicable disease.

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae including contact information of 3 professional references, and apply here to links: <https://forms.gle/ZbWwTWeM5qk2Q1UL9>

- The closing date for application is **5:00 pm, (15 July 2025, Tuesday)**.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- Applicants need to be cleared for sexual exploitation/harassment and abuse in previous jobs. If we found that the applicant has those types of cases, he/she will be subjected to the termination of the employment contract even after successfully selected
- Candidates are required to declare in advance should there be any relative or family member currently employed in CPM. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position are contingent upon successful award of the project and final approval by the donor.