

JOB DESCRIPTION

Job Title	Project Officer
Responsible to	Senior Programme Officer
Responsible for	None
Other Relationships	Key Senior Finance Officer, Finance and Admin Assistant , Programme Quality team , Country Representative, Programme development and Peace building support team
Location	Yangon, Myanmar with regular travel to states and districts throughout the country
Status	Full time

Job Purpose

The project officer role manages day-to-day project activities and project partners and other relevant key stakeholders. The role supports partner organizations' capacity building to contribute to development efforts and for strong and effective organizational governance, management, and programming. This involves providing individual and organizational support through mentoring, coaching, training, and workshops, and meeting identified agreed needs. The project officer is expected to be conversant in project cycle management and M&E, some experience working on building social cohesion, and be capable of sound diagnosis, critical thinking, analysis, and flexible, responsive service delivery.

Scope and Limits of Authority

This role mostly involves direct work with partner organizations and youth leaders.

Areas of Responsibility

a. Programme delivery

The project officer role is responsible for coordinating project participation by key stakeholders and delivering according to the agreed implementation plan. The work of capacity development within the Myanmar program focuses on organizational development (strategy, governance, operational performance, M&E etc.), participatory program development, as well as a strong focus on gender sensitivity, rights-based approaches, and tools.

- Build, maintain and manage relationships with partner organisation(s) as assigned. The Project Officer is able to engage effectively with staff members of the partner organisations and implementing partners and identify support needed by civil society organizations. Support the development of tools, methods and curriculums pertaining to capacity development needs of partner organizations.
- Facilitate workshops or co-facilitate workshops in accordance with identified to identify support needed by partner organisations for identifying capacity development needs of partner organisations
- Support the team in designing high quality capacity development activities and facilitate/co-facilitate such

- programme activities (For example, workshops, learning events, coaching & mentoring, multi-stakeholder dialogues, Communities of Practice, etc.)
- Support the implementation and monitoring of sub-grants

b. Management of work responsibilities and project support

Developing work plans

- Prepare detailed individual work plans in furtherance of performance objectives listed in this job description.
- Assist in the development of team's work plans .

Finance & Logistics

- Prepare advance requests, prepare supporting documentation and claim expenses accurately and in line with the policies.
- Support the development of project and/or annual activity budgets.
- Arrange logistics for activities, events and stationery, stationery, etc.)

Monitoring & Evaluation

- Prepare good quality activity and/or monthly reports related to project activities in a timely manner
- Actively participate in the Outcome Harvesting process
- Collect data and information for M&E purposes.
- Assist in donor and head office reporting.

C. Networking, Learning, and Development of Organisation & Programme

- Support the development of new programmes, where necessary, by providing concrete assistance to the Country Representative in problem analyses, project design, and proposal development
- Actively participate in the staff and team meetings as well as workshops
- Actively contribute to a positive learning and sharing environment within the organisation and its partners
- Maintain an active and up to date professional development plan for personal capacity development
- Establish relationships with networks and organisations and keep up to date of important developments relevant to for the programme
- Perform other duties as requested

d. Safeguarding Responsibilities:

- Ensure the safety of Programme Participants, people who come into contact with the organisation and team members from any harm, abuse, neglect, harassment and exploitation including sexual exploitation and abuse (SEA) to achieve the programme's goals of safeguarding

implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.

- Practice, promote and endorse the culture of safeguarding among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do so.

PERSON SPECIFICATION

Knowledge and Qualifications

- University degree in a relevant field of study (international relations, organizational development, development, relevant social science disciplines)
- Knowledge and/or understanding of basic peacebuilding principles, tools and rights-based approaches
- Good understanding of the socio-political context of Myanmar
- Good understanding of the theory and practices of organizational development
- Good understanding on Project cycle management and M&E
- Understanding of collaborative processes, principles of relationship management and the formation of partnerships.
- Workable capacity in written and spoken English as well knowledge of local language

Experience

- Practical experience of organisational development, capacity development, coaching and mentoring.
- Experience in building capacities of CSOs and stakeholders in the areas of human/women's rights
- Knowledge of gender equality, GBV, SVAW, domestic laws concerning citizens' rights issues as well as international frameworks
- Experience in the following key areas:
 - i. Peacebuilding (including nonviolent communication, conflict analysis, reflecting on peace practices, DNH, conflict sensitivity)
 - ii. Organizational governance (including strategic planning and leadership)
 - iii. Participatory development including M&E
 - iv. Rights based approaches including gender mainstreaming
- Proven capacity to successfully manage complex and diverse partnerships with CSOs.
- Experience of working collaboratively with local government (i.e. township) actors

Skills/Abilities

- Well-developed mentoring, coaching and training skills
- Strong facilitation and presentation skills
- Strong ability to work supportively with a diverse team of colleagues
- Good negotiation and communication skills
- Demonstrated leadership skills including capacity to develop and promote shared values such as respect and trust
- Capability of building consensus with diverse stakeholder groups
- Project management skills, including planning, monitoring and evaluation abilities
- Time management and prioritisation skills

Personal Qualities

- Commitment to the organization ethos and values
- Demonstrated commitment to peace and human rights
- Positive, able to support others in the team
- Self-directed and proactively seeks out opportunities
- Flexible and adaptable with changing work plans and schedules
- Patience and persistence to develop relationships with a range of stakeholders
- Commitment to reflection and personal/ professional learning
- High standards of professionalism and integrity
- Commitment to teamwork, cooperation
- Honesty and integrity in all work dealings
- Willingness to actively support participation of marginalized groups in society
- Sensitivity to issues of gender
- Sense of Humour

How to apply:

To apply, interested candidates should: Send a cover letter and current resume indicating **"your name_Project Officer"** to our recruitment email: arecruitment07@gmail.com , not later than 31 May 2025. ***Note that applicants are going to reviewed on a rolling basis. We would like to invite interested applicants to send their documents ASAP.***