

JOB OPPORTUNITY # 001/26

Position Title:	Climate Resilience and Food Security Officer
Reports to:	Programme Lead
Contract Duration:	One year, with possible extension
Supervises:	None
Location:	Home Based, Mae Sot or Chiang Mai, Thailand
Eligibility:	Myanmar nationals with a valid work visa/permit are encouraged to apply.

I. Background

We are an international non-governmental organization (INGO) working in Myanmar to support sustainable development, community resilience, and positive environmental and social outcomes. We work collaboratively with local communities, civil society organizations, development partners, and other stakeholders to support practical and sustainable solutions to emerging challenges.

We are committed to professionalism, integrity, collaboration, respect, and responsible engagement with the communities and partners we work with.

II. Major Function

The Officer will support the effective planning, implementation, monitoring, and coordination of programmes focused on climate resilience, sustainable livelihoods, and community development. The position will work closely with programme partners, technical specialists, and relevant stakeholders to ensure that activities are delivered in accordance with approved workplans, budgets, and expected results.

The role also involves partnership coordination, stakeholder engagement, reporting, and knowledge sharing to support programme quality and sustainability.

III. Major Responsibilities

A. Project implementation

- Ensure implementation of project activities in accordance with the workplan and budget.
- Coordinate with implementing partners' representatives, and other staff to review requests for activities / proposal and budget revisions, realignments and other grant modifications.

- Collect, compile, and analyse project data to monitor progress against approved workplans, targets, and indicators, ensuring data quality and timely reporting.
- Prepare and present monitoring findings, lessons learned, and impact reports to demonstrate project achievements, outcomes, and performance against planned results.
- Prepare and process budget requests, advances, settlements, and financial claims for organization-led activities and events, while supporting implementing partners to comply with organizational financial policies, procedures, reporting requirements, and documentation standards.
- Support the procurement of goods and services by preparing ToRs, specifications, and required documentation, and coordinating with the procurement team to ensure timely and compliant processes.

B. Coordination and representation

- Liaise with implementing partners as the main representative of the project.
- Keep regular contact with key partners at local, national and regional levels for implementation and networking/lessons sharing.
- Establish and maintain effective relationships with key programmatic counterparts, including implementing partners, donor representatives, community representatives, and local authorities.
- Arrange meetings, training, and workshops with implementing partners to deliver the project activities.
- Ensure that program staff attend relevant coordination meetings as well as working groups to get a good understanding of the project and of the areas of implementation.
- Represent organization in meetings, workshops, conferences, and symposiums to present project activities and achievements, as needed.
- Organize and participate in field visits by donors, implementing partner delegations, or other organizations.
- Prepare ad hoc reports on program activities and plans.
- Communicate and coordinate with other relevant organizations.
- Ensure timely and accurate flow of information relevant to the Project to other staff, especially the Landscape Lead and implementing partners' representatives.
- Organize and support donor, and other visits to the field site/s.

C. Communication

- Provide inputs to communications products/campaigns to ensure appropriate, relevant and accurate information will be published to promote the image of the organization and project activities.
- Disseminate any technical reports to relevant institutions and stakeholders.

This TOR covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

IV. Working Relationships

Internal

- Programme and technical teams.
- Finance, operations, monitoring and evaluation, and communications colleagues.
- Relevant regional and technical support teams, as required.

External

- Programme implementation partners.
- Development organisations and technical institutions.
- Community representatives and other relevant stakeholders.
- Donor representatives and other external counterparts, as appropriate.

V. Required Qualifications

Education

- Master's degree in agriculture, forest conservation and management, environmental or conservation management, livelihoods and rural development, bioregional planning, development studies, or in relevant fields.
- A Bachelor's degree with substantial relevant professional experience may be considered in lieu of a Master's degree.
- Formal training or certification in project or programme management is an advantage.

Knowledge

- Good understanding of climate resilience, sustainable livelihoods, community development, food systems, or natural resource management.
- Understanding of socio-economic and development issues in Myanmar.
- Familiarity with programme implementation, partnership coordination, and development-sector operations.
- Knowledge of programme planning, budgeting, monitoring, evaluation, and reporting.
- Understanding of donor-funded programme requirements and accountability standards.
- Knowledge of land-use planning, spatial analysis, or Geographic Information Systems (GIS) is an advantage.

Experience

- At least five years of relevant experience in programme or project coordination and management.
- Demonstrated experience in coordinating multi-stakeholder initiatives and working with implementing partners.
- Experience managing or supporting donor-funded programmes, including work planning, budget monitoring, and reporting.
- Experience working in multicultural teams or with international development organizations is an advantage.

General Skills

- Strong coordination, planning, and organizational skills.
- Effective relationship building, networking, and stakeholder engagement skills.
- Good financial and budget monitoring skills.
- Strong written and verbal communication and presentation skills.
- Ability to prepare clear, accurate, and timely reports.
- Proficiency in Microsoft Office applications.
- Fluency in written and spoken English.
- Karen Language fluency is also preferred.

Technical Skills

- Programme and project management.
- Workplan development and implementation monitoring.
- Report writing and documentation.
- Problem-solving and conflict management.
- Monitoring, evaluation, and learning.
- GIS or other relevant data-management tools is an advantage.

Personal Attributes and Abilities

- Ability to work independently with minimal supervision while collaborating effectively with a team.
- Strong analytical and problem-solving skills.
- Ability to manage competing priorities and meet deadlines under pressure.
- Strong interpersonal skills and the ability to work with diverse stakeholders.

- Willingness and ability to travel regularly to programme implementation areas.

VI. Professional Conduct

The successful candidate is expected to demonstrate professionalism, integrity, respect, collaboration, accountability, and a commitment to responsible and inclusive development practices.

Closing Date: 29 October 2026 (Thursday)

Interested candidates should send a cover letter and CV in English to vacancy@lotusspace.org, clearly stating the position title. Email application documents should be addressed as Document_Your fullname.

We do not discriminate against applicants based on race, gender, physical or cognitive differences, or any other characteristic. ALL are encouraged to apply.

Only short-listed candidates will be contacted.