



Building No. (C-1 / 302), HninSi Street, Yuzana Highway Complex Housing, Kamayut Township, Yangon.

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## Vacancy Announcement

<b>Job title</b>	Senior Project Officer
<b>Department</b>	Program
<b>VA No.</b>	TFP/VA/250610
<b>Job Grade</b>	GS-11
<b>Number of Position</b>	One
<b>Duty Station</b>	Mandalay (60% travel to target project site)
<b>Duration</b>	Six Months (Possible extension based on funds available)
<b>Reports to</b>	Project Manager
<b>Deadline Date of Application</b>	24-Jun-2025 (05:00PM)

### Organization Profile

The Fifth Pillar Limited by Guarantee is a nonprofit, rights-based legal organization dedicated to strengthening democratic institutions in Myanmar. Its mission is to ensure that every citizen enjoys their rights without discrimination of any kind. The organization focuses on three main areas: 1) Democratic Enlightenment, 2) Promoting the Rule of Law and 3) Advancing Social Empathy. The Fifth Pillar's head office is located in Yangon, with branch offices in Shan State.

To promote the rule of law, the organization offers pro bono legal training and consultations, particularly in cases related to gender-based violence, criminal and civil disputes. Since its founding in 2016, TFP has conducted numerous trainings and public talks on legal topics such as the Anti-Trafficking in Persons Law, labor rights, women's protection laws, paralegal skills, gender and law, and Paralegal TOT, among others - all aimed at fostering a stronger rule of law in Myanmar.

Under the **Advancing Social Empathy** pillar, The Fifth Pillar (TFP) has provided extensive humanitarian assistance during the COVID-19 pandemic and continues to support communities during emergency situations. Currently, TFP is actively involved in earthquake response efforts, distributing dignity kits, dry rations, and cash assistance as part of the rehabilitation process under the **"GBV and Emergency Response"** project. This vacancy announcement is for a position under this project. **Qualified candidates are urgently needed**, and please note that the position may be filled before the application deadline.



## **Position Summary**

We are seeking a highly motivated and experienced Senior Project Officer to support the effective implementation of our **“GBV and Emergency Response” Project**. The Senior Project Officer will play a key role in planning, coordination, field supervision, and reporting to ensure that emergency interventions are timely, efficient, and meet the needs of affected communities. The role requires strong coordination skills in humanitarian response, and the ability to work under pressure in challenging environments.

## **Key Responsibilities**

### **Project Intervention, Leadership and Management**

- Lead daily project operations and oversee beneficiary registration, and verification processes of target beneficiaries.
- Collaborate, supervise, and support project team members to achieve project goals.
- Ensure effective delivery of humanitarian assistance to affected population in term of MPCA and water accessibility to target locations.
- Delegate tasks and responsibilities, ensuring the effective utilization of the resource.
- Supervise and support project assistant and volunteer accordingly.
- Foster a positive, inclusive, and collaborative work environment.
- Ensure that protection, gender, and inclusion principles are integrated into project activities.

### **Communication and Collaboration**

- Build and maintain relationships with local authorities and community leaders.
- Facilitate effective communication between project teams, management and stakeholders.
- Coordinate project-related communications with respective stakeholders.
- Organize and participate in meetings and events to promote project objectives.
- Represent the organization in relevant networks.

### **Monitoring, Evaluation, and Reporting**

- Work with M&E focal to track project indicators and ensure accountability to affected populations.
- Support to collect, compile, and analyze project data to assess progress and impact.
- Monitor project progress and address challenges proactively.
- Prepare and submit timely, comprehensive reports project manager for donor reporting.
- Document lessons learned, best practices, and success stories.

### **Administrative and Financial Management**

- Support to maintain organized and up-to-date project files, records, and databases.
- Monitor project expenditures and ensure adherence to approved budgets.
- Collaborate on procurement processes, vendor management, and contract administration.
- Provide operational support to the project team as needed.

### **Risk Management and Compliance**

- Support to identify project risks and challenges and contribute to the development of mitigation strategies.
- Ensure adherence to organizational policies related to PSEA (Prevention of Sexual Exploitation and Abuse), Code of Conduct, Safeguarding, and other relevant standards.
- Ensure compliance with organizational policies, legal regulations, and donor requirements.



## **Other Duties**

- Perform other tasks assigned by supervisors to support organizational objectives.
- Collaborate with branch offices to ensure smooth implementation, operation, and administration of project activities.

## **Qualifications include Requirements/ Qualification**

- Bachelor's degree in development studies, gender studies, law, public administration, social sciences, or a related field.
- Minimum of 3 years of relevant experience working with organizations that focuses on women's empowerment and/or social development, and/or humanitarian assistance.
- Proven experience in project implementation for humanitarian assistance.
- Strong leadership, team management, and capacity-building skills.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders and maintain effective partnerships.
- Strong analytical, problem-solving, and decision-making abilities.
- Familiarity with donor regulations and financial management principles.
- Proficiency in Microsoft Office and project management software.
- Fluency in written and spoken English.
- Commitment to the organization's values, including gender equality, human rights, and social justice.

## **PSHEA Regulation for The Fifth Pillar Organization**

The Fifth Pillar Organization has a zero tolerance to Sexual Harassment, Exploitation and Abuse of beneficiaries. Protection from Sexual Harassment, Exploitation and Abuse (PSHEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSHEA, always (both during work hours and outside of work hours).

## **TFP will offer a successful applicant**

- ☐ Competitive salary package depends on experience and skills
- ☐ Phone top-up cards
- ☐ Public Holidays as per Government announcement

## **How to Apply**

Qualified candidates are invited to submit a Cover Letter, an updated CV with a recent photo and their expected salary by not later than **24<sup>th</sup> June 2025**. Application should be sent to [hr@tfpmm.org](mailto:hr@tfpmm.org) with the subject line mentioned as **"Senior Project Officer"**.

## **Please Note:**

- ☐ Application will be reviewed on a rolling basis, so early submission is encouraged as soon as possible.
- ☐ **Women are strongly and locally encouraged to apply.**
- ☐ Please note that only shortlisted candidates will be individually notified and invited for a test and panel interview. Shortlisted candidates will be required to provide at least **Two professional references**.