

## General Terms of Reference

### Mandalay Myanmar

### Consultant Contract

#### Team Summary

The Project Officer – Humanitarian Earthquake Response will support the implementation of emergency relief activities in Mandalay with a focus on cash-based assistance. The role is crucial in ensuring efficient, timely, and accountable humanitarian responses, specifically in earthquake-affected communities. The Project Officer will coordinate with implementing partners, manage field operations related to cash distributions, collect and verify data, support financial documentation, and ensure adherence to safeguarding and AAP protocols.

#### Key Roles and Responsibilities

#### Contribution

##### 01. Program Implementation

- Support the planning, coordination and execution of cash distribution activities to affected communities in Mandalay.
- Ensure that cash assistance projects are implemented following organizational standards, accountability principles, and community feedback mechanisms.
- Work with operations and finance teams to ensure timely fund flow, documentation and reconciliation.

##### 02. Partner and Stakeholder Coordination

- Coordinate daily activities with local implementation partners and community leaders.
- Represent the organization in field-level coordination meetings as assigned.
- Monitor and report on partner performance, compliance and community feedback.

##### 03. Data Collection and Reporting

- Lead field-level data collection activities including needs assessments, post-distribution monitoring and feedback mechanisms.
- Ensure data accuracy, confidentiality and timely reporting to supervisors.
- Maintain beneficiary records and distribution databases in collaboration with the DMEAL team.

##### 04. Finance and Administrative Support

- Assist in preparing advance requests and reviewing payment requests from partners and field teams.
- Ensure proper financial documentation related to cash distributions is collected and filed.
- Support procurement and administrative tasks for the field team when required.

## 05. Safeguarding Representative

- Act as a safeguarding focal point during field activities; ensure all operations prioritize protection and do no harm.
- Ensure partner adherence to the organization's safeguarding, child protection, and Code of Conduct policies.
- Monitor the effectiveness of AAP activities and suggest improvements based on community feedback.

## Line of Communication

<b>Reports to</b>	: Project Manager
<b>Coordinates with</b>	: P & C, Operations & Program teams
<b>Liaises with</b>	: local organizations and partners
<b>Location of Assignment</b>	: Mandalay (Preferably Mandalay Resident)
<b>Duration of Assignment</b>	: 3 months ( Consultant Contract)

**To be successful in this role, you must have / be:**

## Qualifications

- A bachelor or degree in Social Science, Development Studies, Humanitarian Affairs or related Field.
- At Least 3 or 4 years of experience in humanitarian or development programs.
- Excellent interpersonal and communication skills, with the ability to engage effectively with diverse communities.

## Competency Behavior Indicators (Knowledge, Skills, and Abilities)

- Initiates brainstorming or problem-solving meetings. With time in the job, develops skills for analyzing and communicating program successes and failures; reports lessons learned to the team and other members..
- Demonstrates appreciation for diversity of thought. Builds cross-functional relationships with other functional departments.
- Demonstrates ability to be adaptable and willing to confront and change own ideas and preconceptions with the resiliency and flexibility to make changes based on hearing a diversity of thoughts.
- Independently prioritizes time to reach deadlines and reaches end results of assignments with ability to accomplish multiple steps with limited to no supervision.

To apply, interested candidates should: **Send a cover letter and current resume indicating TOR\_Project Officer\_Mandalay** to our recruitment email: [humresteams@protonmail.com](mailto:humresteams@protonmail.com), not later than **23 June 2025**. **The received candidate may be invited for an interview before the deadline.**

All candidates must adhere to the values: organization enforces compliance with the Code of Conduct and related policies on Anti Workplace Harassment, Protection from Exploitation and Abuse, Child Safeguarding, Conflict of Interest and Anti-fraud. The organization is committed to safeguarding the interests, rights, and well-being of children, youth and vulnerable adults with whom it is in contact and to conducting its programs and operations in a manner that is safe for children, youth, and vulnerable adults.

Include the following in your cover letter:

- Your relevant experience and knowledge, with reference to the job advertisement
- Available start date
- Expected Salary