



(Vacancy Announcement)

Project Officer- 1 Position

Job Level – (H2)

Duty station – Sittwe

Duration : 6 Months -further extension conditional upon funding

VA :2024-HI-012

#### Organization:

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid. HI works to meet the needs and defend the rights of children, women, and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide. Our work has benefited several million people.

#### Myanmar-Thailand Programme:

Since 1984, HI has been active in refugee camps along the Myanmar-Thailand border. The organization set up rehabilitation centers and supplied prostheses and mobility aids to people in need.

In Myanmar the first operations date back to 2008, following cyclone Nargis. The emergency response program closed at the end of the response operations. In 2013, HI reinstated an intervention program, and focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

#### HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:

- **Emergency Response** – Basic Needs and Inclusive Humanitarian Action
- **Armed Violence Reduction** – EORE, Contamination Impact surveys and Victim Assistance Efforts
- **Inclusive Health** – Rehab, MHPSS, Early Childhood Development and Access to Services
- **Inclusive Preparedness** – Disaster Risk Reduction and Logistics Analysis
- **Inclusive Opportunities** – Inclusive Education and Inclusive Livelihoods

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**Humanity & Inclusion encourages qualified people with disabilities or chronic illness and women to apply. We commit advancing inclusive workplace to remove barriers and to the full and equal participation in the workforce. We commit to provide equal employment opportunities, reasonable accommodation in workplace to all employees and qualified applicants, regardless of Nationality, gender, religious and ethnic backgrounds, including people with disabilities.**

#### Main objective of the position:

Reporting to the Operations Manager (Rakhine), the project officer contributes to the implementation of the mandate and the 10-year strategy of Humanity & Inclusion in the country where s/he is based. The project

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officer contributes to the implementation of his/her project, ensuring the optimal quality and the impact of the project. S/he works closely with the program team.

## **Missions / Responsibilities**

### **Mission 1: Operational implementation**

#### **Responsibility 1: Contribute to project planning and implementation in line with the existing frameworks**

- Contribute to project planning and implementation in line with the existing frameworks
- Contribute to planning and preparing activities, tools and the associated resources, and implement the action plan in conjunction with the support services and the technical unit.
- Ensure that activities are implemented and that resources are correctly allocated as authorized by the Project Manager or Operation Manager.
- Ensure regular reporting of activities, and contribute to the internal and external reporting as requested by the Project Manager or Operation Manager.
- Contribute to identifying areas of the project in which adjustments are required and put forward adaptations to the Project Manager or Operation Manager.
- Contribute to the drafting of amendment requests when asked by the Project Manager or Operation Manager.
- Contribute to coordination with the local stakeholders and to monitoring the partnership relationship with the project partners.
- Ensure that project documents and information are properly archived.
- Ensure the technical quality and relevance of project activities implemented within the scope of expertise conduct self-evaluation of the project and participates to evaluation cycles under the supervision of the line manager.
- Facilitates and organize the relevant technical training packages in coordination with the related technical team.
- Contribute to or lead necessary technical trainings to project team, partners and other stakeholders in a participatory way
- Write the training report and ensure appropriate documentation for all training materials
- Support the Line Manager in mapping the existing humanitarian services in the area of intervention;
- Ensure internal/external referrals and follow-up, gathering feedback on service provided for documentation with a strong link with health center and ambulance provided in the respective camps for easy referral of cases
- Contribute to quality and timely project narrative reports (monthly internal reports as well as donor reports)
- Adjust training packages as needed based on analysis of pre and post-tests as well as training feedback
- Coach the partners on the tools and approaches related to inclusive actions
- Participate and contribute in Community Mobilizer recruitment process as a line manager

#### **Responsibility 2: Ensures project implementation in collaboration with relevant services and in line with general standards and procedures**

- Contribute to project monitoring, specifically activity progress indicators and the expected outcomes.
- Contribute to project evaluations at the request of the project manager, and ensure that project evaluation recommendations are followed.
- Contribute to the setup and smooth running of accountability mechanisms.
- Contribute to project learning.
- Contribute to the identification needs of persons with disabilities through house-to-house visits.
- Be in charge of providing project's project activities as well as case management by closely collaboration with other project team (MHPSS, Rehab, EC-ST etc....).

- Work in close cooperation and partnership with local stakeholders to facilitate the implementation of the activities and establishment of a strong referral pathway;
- Active participation in coordination meeting with project team partners and proper reporting of minutes.
- Create and maintain conducive working relationships with other HI project team, partners, and other stakeholders to facilitate smooth mainstreaming of the DGA activities.
- Set-up and maintain effective communication system with partners and stakeholders.
- Take part in development of user-friendly and inclusive awareness raising on thematic related IEC material leaflet, etc.

### **Responsibility 3: Ensure project data management & project reporting**

- Ensure that the appropriate data collection and management tools are in place and are used correctly on the project, in line with global standards.
- Ensures that data related to the project is collected and compiled in the project database, analyzed and disseminated.
- Produce regular monthly, quarterly, and annually activity reports for internal and external including donor and carry out regular recording and reporting of activities, field trips in coordination with other HI project team and partner members to support the development and the testing of the tools; understand accompanying challenges as well as project concerns at project sites.
- Coordinate with partners and local stakeholders to provide inputs for the periodical reports to be submitted to the national coordination specialist as required.
- Maintain quality project database information system on disaggregation basis (sex, age, disability and other inclusion markers such as ethnicity, religion as possible) and share to the line manager when required.
- Provide relevant and timely information for data driven decision making and monitoring of project performance to the project team and partners when required and needed with prior consultation and approval of the technical Specialist.

### **Responsibility 4: Contribute to the coordination of project teams**

- As authorized by the project manager, facilitate coordination meetings between the project teams and the support services located in the area when necessary.
- Ensure that the project teams and the support teams (shared and technical services, in particular) work well together in order to facilitate the implementation of the project in the country.

### **Responsibility 5: Contributes to ensuring HI's technical influence within its perimeter**

- Contribute to HI's external influence by taking part in networks, when required.
- Communicate about the project to partners, authorities and stakeholders when relevant.

### **Mission 2: Emergency Preparedness and Response**

- Contribute to the support or to the implementation of the program(s) emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response.

**It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.**

**Due to the developing and volatile situation in Myanmar and emergency nature of the programmatic response, the position holder's responsibilities may evolve as per programmatic needs.**

**Duty Station** : Sittwe  
**Line Manager of the position holder for** : Operations Manager (Rakhine)  
**Position holder is Line Manager for** : N/A  
**Position holder is technical referent for** : N/A

**Required for the Job**

**Qualification:**

- University graduate (Sociology, Social sciences, development studies, and other relevant experience fields linked with the expectations of the position) is required.

**Experience:**

- At least 2 years of experience working in a project support and/or project implementation role in humanitarian NGO/INGO is required.
- Good knowledge of data collection, analysis and reporting following humanitarian and protection principles as well as minimum standards is required.
- Experience working closely in partnership with counterparts, international development agencies, non-governmental organizations, and other collaborators/ stakeholders would be highly advantage
- Experience in providing capacity development (awareness, training, coaching) for a large range of audience (local partners, frontline staff, management staff, high level audience etc.)
- Experience working in collaboration with clusters and working groups will be an added value is preferable.
- Experience in emergency responses is highly desirable.
- Previous working experience in Rakhine is preferable.
- Experience in emergency responses is highly desirable.
- Knowledge related to project management and protection main streaming is preferable.
- Experience working in multidisciplinary contexts as including EORE sectors is an advantage.

**Languages Skill:**

- Good level in English and Myanmar languages, both in written and Oral is required.
- Knowledge in Local languages is preferable.

**HI is committed to protecting children and vulnerable adults from harm. All staffs are expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.**

“HI is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, colour, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Qualified women are strongly encouraged to apply for this position.

The successful candidate will be required to complete a self-declaration form to help verify their suitability to work with children.

Send applications to: [recruitment@myanmar.hi.org](mailto:recruitment@myanmar.hi.org) (CV + cover letter).

Please write: “**VA: 2024-HI-012\_Project Officer \_ Sittwe**” in subject.

Deadline for the submission: **10<sup>th</sup> July 2024 (5:00 PM) MMT.**

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Only shortlisted applicant will be contacted for a written test and interview. **Applicants may be contacted on a rolling basis before the closing date, it is encouraged to apply early.** After closing date, applications are not considered.

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HI is an organization that takes a Zero Tolerance stance on sexual exploitation, abuse, harassment and intimidation, fraud and corruption. The selected candidate must agree to adhere to and respect these policies which are available on this link: <https://hi.org/en/institutional-policies>

HI has also set up a rigorous, transparent and inclusive mechanism for the escalation and management of complaints. Any report can be sent confidentially and securely to this email <https://secure.ethicspoint.eu/domain/media/en/gui/105781/index.html>.