



မြေယာမဏ္ဍိုင်အဖွဲ့ (Land Core Group – LCG)

No. E2, New University Avenue

Bahan Township, Yangon 11201

Tel: (+95) 09-7739-66845 Email: info@lcmyanmar.org

Position Description

Job Title	Description	Supervisor	Duty Station	Employee Type	Remark
Project Officer (Humanitarian Assistance)	See below	Program Manager (Humanitarian Assistance)	Taunggyi with travel to project sites and other areas as required	Full Time (1 Year contract, extendable if funding is available)	

1. Organization and Position Background

Land Core Group (LCG) is a Myanmar NGO focused on land governance, natural resource management, humanitarian assistance, and community resilience. It works in collaboration with partner organizations and vulnerable communities.

LCG is seeking a dedicated, experienced, and qualified individual for the field-based Project Officer (Taunggyi) position to drive community-level implementation for a MHF-funded humanitarian assistance project.

2. Overall responsibility

The Field-Based Project Officer will be responsible for day-to-day field implementation, monitoring, community engagement, and field-level coordination of project activities in the target townships. The position will work closely with the Project Manager, Yangon-Based Project Officer, partner organizations, local stakeholders, and communities to ensure timely and quality delivery of project activities and timely reporting of field progress, challenges, and contextual changes.

3. Specific Responsibilities

Field Implementation and Community-Level Coordination:

- Coordinate and execute day-to-day project activities at the township and community levels according to detailed implementation plans, work plans, and budgets.
- Serve as LCG's primary operational point of contact in the field, building and maintaining trusted relationships with local communities, partner organizations, village leaders, and local administrative structures.
- Facilitate community consultations, mobilization, and awareness-raising sessions, ensuring inclusive participation of vulnerable and affected households.
- Coordinate field logistics, venue arrangements, and local preparations for workshops, trainings, distributions, and meetings.

- Provide hands-on technical and operational support to partner organization staff at field level, including data collection, community engagement and implementation processes.
- Facilitate joint monitoring visits and coordination meetings.
- Assist in capacity-building activities for partner staff.
- Ensure that project activities are implemented in accordance with relevant technical standards and guidelines (e.g., PSEA policy/guideline, Do-No-Harm approaches).

Monitoring, Evaluation, and Data Collection:

- Work closely with the LCG M&E Coordinator and Project Manager to roll out project M&E tools, feedback mechanisms, and data collection systems at the community level.
- Conduct regular monitoring visits to project sites to track activity progress, verify beneficiary targeting, and document output indicators.
- Collect, compile, and clean primary data, narrative updates, case studies, and beneficiary lists for regular reporting.
- Identify operational bottlenecks, implementation delays, or field-level risks early, and promptly escalate them to the Project Manager

Leadership

- Participate actively in internal and external leadership development sessions and training opportunities as identified by the Project Manager and the organization.
- Contribute to a positive and collaborative team environment.

Stakeholder engagement

- Support the Project Manager in establishing and maintaining strong working relationships with partner organization staff in the field.
- Coordinate with partner organization staff at field level to facilitate day-to-day implementation, problem-solving, community engagement and follow-up of agreed activities.
- Facilitate communication and information sharing between all stakeholders.
- Participate in joint planning meetings and provide logistical and administrative support as needed.
- Assist in addressing any challenges or issues arising during project implementation in collaboration with the Project Manager.
- Support and maintain effective relationships with relevant project stakeholders at the field level, including partner organizations, local stakeholders, and community representatives, and facilitate coordination and information sharing in support of project implementation.
- Identify ways that LCG can improve consultation processes
- Participate actively in sector/cluster coordination mechanisms and coordinate with other stakeholders through them.

Safety, Security, and Context Monitoring:

- Closely monitor the local security and sociopolitical context in project area and surrounding areas, providing timely updates and security assessments to the Project Manager.

- Ensure field movements and team operations comply strictly with LCG's internal safety and security protocol.

Other Duties:

Undertake any other duties as assigned by the Project Manager that are consistent with the overall purpose and responsibilities of the position.

4. Duty Station

The duty station is in Taunggyi township with occasional travel to various states and regions of Myanmar based on the requirements of the project.

5. Qualifications and Requirements

- Bachelor's degree in Social Science, Development Studies, or a relevant discipline.
- Minimum 2 to 3 years of experience in project management, community development, humanitarian response, or civil society engagement, preferably within NGOs or UN agencies.
- Direct field-level implementation experience in Southern Shan State (specifically Taunggyi and/or HsiHseng townships) is strongly preferred.
- Strong community mobilization, facilitation, and interpersonal communication skills.
- Demonstrated cultural sensitivity and ability to work effectively with diverse ethnic groups and conflict-affected communities.
- Good reporting, data collection, and basic analytical skills.
- Able to work independently under challenging field conditions while maintaining a collaborative team spirit.
- High integrity, resilience, flexibility, commitment to humanitarian values, and strong alignment with LCG's mission and vision.

Personal Qualities: High integrity, resilience, flexibility, commitment to humanitarian values, and strong alignment with LCG's mission and vision.

Apply To:

Qualified applicants are requested to submit (1) a cover letter (referencing the job title and VA. No **LCG/VA/ 2610-01**), (2) an updated CV, (3) the expected salary, (4) available joining date and (5) three references (including name, position, and contact details) who knows your professional experience and competence, latest by **(21 October 2026)** “**Subject: Application LCG/VA/2610-01**” by email to the following email address: tmnaing@lcgmyanmar.org copy to nmmmyo@lcgmyanmar.org.

The updated CV should be included (1) Date of Birth (2) Your Current Address (3) Your NRC Number.

Only short-listed candidates will be invited for relevant tests and/or personal interviews.

The hiring process will start as soon as the suitable candidates apply for this position.

LCG is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender.

