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Karen Return & Reestablishment Committee (KRRC)
ကရင့်ပြန်လည်ဝင်ရောက်ရေးနှင့် ပြန်လည်ထူထောင်ရေးကော်မတီ

Executive Office: No-59, Naung Karaing Village, Yai Thar Village Tract,
Pa-an, Karen State E-mail.edkrcc44@gmail.com

VACANCY ANNOUNCEMENT

The Karen Return & Reestablishment Committee (KRRC) is looking for qualified Project Officer.

Position Title : Project Officer

Number of Post : 1 Post

Duty Station : KRRC Executive Office, Hpa An and frequently travel to villages

Reporting to : Project Coordinator

Application Deadline: 7th May, 2025 (as soon as possible)

POSITION SUMMARY: The Project Officer will support the planning, coordination, and implementation of the Nutrition Project. This includes liaising with partners, overseeing field activities, ensuring data collection and reporting, and contributing to strategic planning. The role ensures that project goals related to improved nutritional outcomes are met effectively and on time.

Primary Responsibilities

Project Management

- Assist in developing and executing detailed work plans, timelines, and deliverables for the project.
- Coordinate with local stakeholders, including health facilities, community leaders, and government agencies.
- Monitor field activities to ensure alignment with project objectives and donor requirements.
- Collect and analyze data on nutrition indicators and prepare regular progress reports.
- Organize training sessions, community meetings, and awareness campaigns related to nutrition.
- Support monitoring and evaluation (M&E) processes and contribute to project documentation.
- Identify risks and recommend solutions to ensure smooth implementation.
- Participate in regular project review meetings and contribute to strategic decision-making.
- Perform any other duties related to the project as assigned by the supervisors to support the overall success of the program.

Financial Management

- Prepare budget advanced and expense report in implementing the project activities
- Ensure the effective and efficient utilization of the approved budget at field level
- Provide support to finance assistant for periodic budget projection

Human Resource Management

- Responsible for periodic evaluation of project staff and volunteer
- Provide training to the team members and volunteers as needed

Education, Technical Skills and Knowledge Required

- Bachelor's degree in Public Health, Nutrition, Development Studies, or a related field.
- Preferred working experiences in Nutritious project or program for at least 3 years
- Proficiency in Microsoft Office and project management tools. Experience with data management, data analysis and data reporting.
- Good communication and facilitation skills and training experience
- Excellent personal organizational skill, including time management, and ability to meet deadlines and work under pressure
- Good understanding of the context, including health service provision in Karen state.
- Strong communication, coordination, and problem-solving skills.
- Fluency in ethnic languages (Sagaw or Poe Karen) preferred

Key Behaviors & Abilities

- Willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours
- Ability to live and work in field sites in remote rural areas
- Ability to work independently, provide prompt and accurate data collection and reporting
- Excellent interpersonal skills and non-judgmental attitude towards people with different ethnic background
- Be a good team player and good personal skills (honest, trustworthy, flexible and respectful) to coworkers and organization
- Demonstrate commitment to KRRC's core values and policies

Application Process:

Interested candidates should address the application to Admin and HR Manager, No-59, Naung Karaing Village, Yai Thar Village Tract, Pa-an or krrca273@gmail.com with his/her Curriculum Vitae including three references, Cover letter, a photo taken within last six months and copy of certificate(s), additional training attended.

Deadline of Application

The all completed application should arrive by **7th May, 2025**.

Only short-listed candidates would be contacted for the interview.

The Karen Return & Reestablishment Committee (KRRC) enforces a rigorous policy of zero tolerance towards Sexual Exploitation, Abuse, and Harassment of beneficiaries. Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) is a shared responsibility, mandating strict adherence by all staff to the Code of Conduct, which rigorously upholds PSEAH principles at all times, both within and beyond work hours. Familiarity with and strict adherence to this Code is non-negotiable for all personnel.