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Karen Return & Reestablishment Committee (KRRC)
ကရၢၣ်ပြၢၣ်လၢညၢဝၣ်ရောၣ်ရဲးန့ၣ် ပြၢၣ်လၢညၢထူထောင်ရဲးကော်မတီ

Executive Office: No-59, Naung Karaing Village, Yai Thar Village Tract,
Pa-an, Karen State E-mail:edkrrc44@gmail.com

VACANCY ANNOUNCEMENT

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

Position Title : Project Assistant

Number of Post : 1 Post

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

Reporting to : Project Manager

Application Deadline: 03rd June, 2025 (as soon as possible)

POSITION SUMMARY: Under the supervision of Project Officer, Project Assistant operates project activities at community level by coordination with village tracts leaders and facilities in charge, and supports the field assistants and vaccinators in providing EPI services to the community.

Primary Responsibilities

Project Management

- Assist the Project Officer in conducting community engagement for EPI activities at village tracts and facility level
- Develop monthly and quarterly work plan ensuring the completion of project activity within proposed timeline
- Supervise the field teams and volunteers ensuring the quality of EPI services to the community
- Coordinate with village tract leaders and facility in charge for smooth operation of project activities
- Closely monitor the work plan and budget in line with the project proposal and timeline

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
- Provide the supporting documents to Finance team in preparation of monthly and quarterly financial report

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

- Any Bachelor's Degree or Diploma / Medic or Public health, or equivalent, from a recognized institution.
- Preferred working experiences in Education, Wash and Protection program for at least 3 years.
- Computer skills: Proficient in Microsoft Excel (Data bases, pivot tables, graphs) and Microsoft access. 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 multi-tasking skills and attention to detail.
- 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 Inter-personal 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 Unit Manager, No-59, Naung Karaing Village, Yai Thar Village Tract, Pa-an or krrca273@gmail.com with his/her Curriculum Vitae with 3 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 **03rd June, 2025**.

Only short-listed candidates would be contacted for 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.