

## TERMS OF REFERENCE

Position	<b>Project Officer</b>	No. of post: <b>1</b>
Office	<b>Salin Township</b>	Reporting to: <b>Project Manager</b>
ToR approved by	Executive Director	ToR Approved on: 22/04/2025
Resuming duty:	<b>ASAP</b>	VA0082025

**Due to the urgency, Positive Action may recruit the position before the deadline.**

### About Us:

**Positive Action (PA)** is a non-political, non-religious, non-business, non-discriminatory, and non-profit organization. Established in Myanmar in 2009, PA has been actively working in the Magway region, providing a range of services and support for people living with HIV and TB, as well as children, pregnant women, lactating women, and girls in need.

Our programs focus primarily on Livelihoods, Health (HIV, TB, MNCH), Nutrition, WASH, Child Protection, and Education across the region, with a strong commitment to strengthening local communities.

To implement the Lifesaving Humanitarian Assistance Project, PA is seeking motivated and committed individuals to apply for the position of "**Project Officer.**" The position is based in Salin Township, with regular field travels to targeted villages in Salin township.

### Duties and responsibilities:

#### 1. Project Implementation

Lead the day-to-day implementation of project activities in line with approved work plans and technical standards.

Ensure effective delivery of activities/ services in target communities.

Coordinate with local authorities, community leaders, and relevant stakeholders to facilitate smooth implementation.

#### 2. Work and Financial Planning

Develop detailed monthly work plans in coordination with the Project Manager and field team. Prepare monthly financial plans aligned with activity schedules and submit accurate cash forecasts. Monitor and manage expenditures at the field level to ensure cost-efficiency and budget compliance.

#### 3. Team Supervision and Support

Supervise and support Project Assistants in executing field activities, ensuring adherence to technical guidelines and quality standards. Provide regular coaching and on-the-job training to strengthen the capacity and performance of field staff. Conduct regular field visits to monitor progress and provide feedback.

#### 4. Monitoring and Quality Assurance

Monitor activity implementation against targets and timelines, ensuring quality and accountability to affected populations. Ensure that beneficiary selection, registration, and distributions are carried out transparently and effectively. Report any challenges, delays, or risks to the Project Manager in a timely manner.

#### 5. Coordination and Communication

Maintain close coordination with township-level stakeholders, implementation partners, and community-based structures.

Support joint monitoring visits, coordination meetings, and community engagement sessions as needed.

#### 6. Documentation and Reporting

Ensure proper documentation of all field activities, including beneficiary records, meeting notes, and photographic evidence.

### Positive Action

No.378, 6th Street, (B) Group, AungSayTaNar Qtr, Magway Tsp, Magway Region, Myanmar,

Tel: +959429587756, [positiveactionnmp@gmail.com](mailto:positiveactionnmp@gmail.com)

Prepare and submit timely weekly and monthly field updates and activity reports to the Project Manager. Support the compilation of success stories and lessons learned.

## 7. Compliance and Safeguarding

Adhere to organizational policies, including child safeguarding, protection from sexual exploitation and abuse (PSEA), and accountability to affected populations. Promote awareness and adherence to protection principles in all field interactions and activities. Report safeguarding concerns promptly as per internal protocols.

### Expected on-the-job personal behaviour

- ✓ Maintain good and open relationships with colleagues, partners and beneficiaries;
- ✓ Refrain from any discrimination based on gender, religion, social status, ethnicity or age, with colleagues as well as with any person from partners, beneficiaries and other stakeholders;
- ✓ Transfer communication and sharing knowledge with other team members;
- ✓ Maintain high standard of accuracy;
- ✓ Confident in using own initiative, prioritizing workload and meeting deadlines;
- ✓ Ability to work as part of a team and/or individually with minimum supervision;
- ✓ Flexibility and ability to adapt to change;
- ✓ Respect of confidentiality;
- ✓ The policies and rules established by Positive Action must be understood and followed.

### Safeguarding Related Responsibilities

- ✓ Ensure that you, along with your team members and supervisees, are fully informed about PA's PSEA, Child Safeguarding policies, Code of Conduct, and other relevant procedures. It is essential that these guidelines are consistently understood and applied in all aspects of your work.

### Requirements

- ✓ **Must be a Myanmar citizen;**
- ✓ A Bachelor Degree holder with at least 2 years' experience in leading role of field level Implementation;
- ✓ Salin Township local resident preferred;
- ✓ Knowledge of local context in Salin Township;
- ✓ Previous Humanitarian Response Project Implementation experience in crisis-areas preferred;
- ✓ Experience with different stakeholders and authorities' liaison;
- ✓ Experience in multi-cluster projects;
- ✓ Good written and spoken English will be an asset;
- ✓ Computer proficiency is required.

### Other information

- ✓ The initial duration of the present agreement is one year, renewable;
- ✓ Deadline for application is the **30<sup>th</sup> of April 2025**;
- ✓ Please send application and CV with cover letter to [positiveaction.hrrecruitment@gmail.com](mailto:positiveaction.hrrecruitment@gmail.com) (or) PA office – No.378, 6<sup>th</sup> street, Aungsaytanar (B) Group, Magway.
- ✓ Please obtain and complete the Self-Declaration Form (regarding any past incidents of Sexual Exploitation, Abuse, or Child Abuse) and attach it to your email. You may use either the Burmese or English version of the form. Submitting one form is sufficient.
- ✓ [https://drive.google.com/drive/folders/149dHvoYnd77vopHnNSFEr1bLN0yM0Xjk?usp=drive\\_link](https://drive.google.com/drive/folders/149dHvoYnd77vopHnNSFEr1bLN0yM0Xjk?usp=drive_link)

Please **only** include “VA0082025” in the **subject** of the email.

**Only successful applicants will be contacted. PA is an equal opportunity employer. We welcome and encourage applications from women, LGBTIQ+, minorities and under-represented groups.**

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## Our Commitment to Safeguarding

Positive Action is deeply committed to upholding the rights and dignity of children and vulnerable adults. In line with this commitment, PA implements comprehensive PSEA (Prevention from Sexual Exploitation and Abuse), Anti-Harassment, and Child Safeguarding policies. These policies ensure a **zero-tolerance approach to any form of sexual exploitation, abuse, or child abuse**. PA reserves the right to conduct thorough screening and background checks for all job applicants to maintain a safe environment for children and vulnerable groups. All staff members are obligated to adhere to the Child Safeguarding Policy, Code of Conduct, and local procedures, ensuring their work does not put children at risk. Additionally, managers are responsible for integrating safeguarding into all aspects of organizational management. By applying, applicants confirm their consent for PA to seek information from previous employers regarding any misconduct related to sexual exploitation, abuse, or child abuse.

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