

TERMS OF REFERENCE

Position	Project Assistant	No. of post: 3
Office	Sagaing Township	Reporting to: Project Manager
ToR approved by	Executive Director	ToR Approved on: 26/05/2025
Resuming duty:	ASAP	VA0152025

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 MPCA Project in Sagaing, PA is seeking motivated and committed individuals to apply for the position of "**Project Assistant**." The position is based in Sagaing Township, with day-to-day implementation of project activities in the targeted areas.

Duties and responsibilities:

1. Field-Level Implementation

Support the implementation of daily project activities in assigned communities. Assist in delivering supports/ services to targeted beneficiaries according to project guidelines. Ensure that activities are carried out in a timely, inclusive, and dignified manner.

2. Community Engagement

Liaise with community leaders, volunteers, and beneficiaries to support smooth coordination and acceptance of project interventions. Facilitate community meetings and group discussions under the guidance of the Project Manager. Identify and report community needs, feedback, and potential complaints to improve the project response.

3. Beneficiary Support and Monitoring

Assist in the identification, registration, and verification of beneficiaries using project criteria. Support post-distribution monitoring, surveys, and feedback collection to assess the impact and quality of services.

4. Data Collection and Documentation

Maintain accurate records of all activities, including beneficiary lists, attendance sheets, and distribution logs. Submit daily or weekly field reports to the Project Manager. Ensure proper filing and safekeeping of documents and photos for reporting and accountability purposes.

5. Logistics and Support

Assist in organizing and supporting field logistics such as preparing materials, setting up venues, and transporting items.

6. Compliance and Safeguarding

Ensure that activities are implemented in line with PA's safeguarding policies and protection principles. Report any observed or reported safeguarding or protection concerns to the Project Manager immediately. Respect the dignity and confidentiality of all project participants.

7. Team Collaboration

Work closely with other team members and contribute to team meetings, planning sessions, and capacity-building initiatives. Provide updates, challenges, and suggestions to improve field operations and community relations.

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 or similar competencies with at least 1 years' experience in field level Implementation;
- ✓ Sagaing Township local resident preferred;
- ✓ Knowledge of local context in Sagaing Township;
- ✓ Previous Project Implementation experience in crisis-areas preferred;
- ✓ Experience with different stakeholders and authorities' liaison;
- ✓ Experience in MPCA projects;
- ✓ Good written and spoken English will be an asset;
- ✓ Computer basic knowledge will be an asset.

Other information

- ✓ The initial duration of the present agreement is “**3 months**”, renewable;
- ✓ Deadline for application is the **1st of June 2025**;
- ✓ Please send application and CV with cover letter to positiveaction.hrrecruitment@gmail.com (or) PA office – No.378, 6th 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/149dHvoYnd77vopHnNSFEr1bLN0yMOXjk?usp=drive_link

Please **only** include “**VA0152025**” 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, LGBTQI+, minorities and under-represented groups.

Positive Action

No.378, 6th Street, (B) Group, AungSayTaNaR Qtr, Magway Tsp, Magway Region, Myanmar,
Tel: +959429587756, positiveactionnmp@gmail.com

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.