



Gathering House Youth Empowerment Society

Vacancy Announcement

VA06526, GHYES-HR

Gathering House Youth Empowerment Society is seeking a highly skilled and experienced applicant for the following vacant position.

Position Title:	Project Assistant
No of Position:	Two Positions
Location:	Sagaing Region
Desired Start Date:	As soon as possible
Duration:	Till end of Sep 2027
Reports to:	Project Officer
Closing Date:	16-October-2026

Background:

Gathering House Youth Empowerment Society is a dynamic and fast-growing youth organization founded in 2020. Our vision is to empower young people to build a society that is both peaceful and comprehensively developed. We are committed to achieving this through our mission of working alongside young people and youth organizations to empower and support them to become active agents of positive change in their communities. By doing so, we aim to build a peaceful and comprehensively developed society where every young person can reach their full potential. Our core values reflect who we are as an organization and guide our work. We value ***diversity and non-discrimination***, recognizing and embracing differences among individuals. We foster ***innovation***, encouraging creativity and new ideas in our work. ***Mutual respect*** is at the core of our interactions, promoting a culture of collaboration and teamwork. We prioritize ***transparency*** in all aspects of our operations, promoting open communication and accountability. We take ***responsibility*** for our actions and their impact, committing to ethical and sustainable practices.

As an active youth organization, we are committed to the growth and development of our team members. We provide a dynamic, flexible and supportive work environment where every team member is encouraged to thrive and reach his or her full potential.

Job Summary: The Project Assistant (Education) will be responsible for supporting the field-level implementation of education project activities in the targeted locations. The position play a crucial role in community mobilization, training delivery, distribution activities, technical coaching support to educators, awareness-raising initiatives, and monitoring of project intervention in close collaboration with project staff and local stakeholders.

General Duties:

- Understand, value, and adhere to the Guiding Principles, Policies, Guidelines, and Procedures of Gathering House (GHYES), upholding the highest ethical standards.
- Perform all duties with the highest level of confidentiality, effectiveness, and efficiency in the interest of GH and the communities it serves.
- Take responsibility for actions and decisions, ensuring timely delivery of assigned tasks and transparent communication about challenges
- Handle organizational and beneficiary data responsibly, ensuring strict compliance with data protection and privacy policies.
- Actively contributes to the continuous improvement of Gathering House through feedback, innovation, and participation in knowledge-sharing and organizational development initiatives.
- Support organizational efforts during crises or emergencies by taking on roles as needed to ensure the continuity of operations.
- Prioritize workplace safety and personal well-being, adhering to all safety protocols established by Gathering House.
- Gather and disseminate information to enhance Gathering House's understanding of the field environment and identify existing trends and community responses.
- Where appropriate, support advocacy efforts to promote Gathering House's vision and mission among community stakeholders and the public.
- Represent GHYES appropriately during field activities and meetings, avoiding any actions that could negatively impact the image of Gathering House.
- Take responsibility for personal professional learning and development.
- Collaborate effectively as a team member, fostering positive working relationships with colleagues across various teams, units, and departments at Gathering House.
- Foster an inclusive environment that respects diversity and promotes equity within the workplace and in interactions with communities.
- Demonstrate flexibility to adapt to changing priorities, field environments, and organizational needs.
- Actively consider and promote environmentally sustainable practices in the execution of duties and field operations.

Key Responsibilities:

- Support the Project Officer in planning, organizing, implementing, and monitoring education project activities in assigned locations.
- Assist in conducting assessments and collecting data to identify barriers to education, particularly for marginalized children, including girls, children with disabilities and other genders.

- Facilitate community engagement and coordination with Village Education Committees (VECs), community leaders, parents, caregivers, volunteer educators, and other relevant stakeholders.
- Organize and support project orientation sessions, trainings, workshops, coaching sessions, and awareness-raising activities for community members and education stakeholders.
- Support the implementation of literacy, numeracy, catch-up clubs, inclusive education, social-emotional learning (SEL), and mental health and psychosocial support (MHPSS) activities as required by the project.
- Assist educators and facilitators through regular follow-up visits, technical support, and coaching to improve the quality of teaching and learning activities.
- Participate in student learning assessments, monitoring activities, and the provision of learning support to children participating in project interventions.
- Support the organization and facilitation of parent meetings, community discussions, tea-circle awareness-raising activities related to education, inclusive education, MHPSS & SEL etc.
- Coordinate and support the distribution of educational materials, teacher kits, student kits, learning supplies, conditional cash assistance, and other project resources in accordance with project guidelines.
- Ensure that learning spaces are safe, inclusive, child-friendly, and equipped with appropriate learning resources.
- Coordinate logistical arrangements for trainings, meetings, workshops, distribution activities, and field visits.
- Maintain accurate beneficiary records, distribution documents, attendance sheets, assessment data, and other project-related documentation.
- Prepare timely activity reports, field updates, and other project documents, and promptly report implementation challenges and emerging issues to the Project Officer.
- Foster positive working relationships with beneficiaries, communities, local authorities, partners, and other relevant stakeholders.
- Support assessment including children's learning assessments, monitoring visits, data collection exercises, and other project-related activities as required.
- Comply with organizational policies, safeguarding standards, accountability mechanisms, and humanitarian principles during all project activities.
- Undertake any other duties assigned by the Project Officer and/or Project Manager.

Additional Duties:

- Ensure all work-related messages and correspondence are followed up
- Gather and disseminate information to enhance Gathering House's understanding of the environment and identify existing trends and responses
- Represent GHYES appropriately during activities, meetings, and in the field, avoiding any actions that could negatively impact the image of Gathering House
- Take responsibility for personal professional learning and development

- Collaborate effectively as a team member, fostering positive working relationships with colleagues across various teams, units, and departments at Gathering House

Essential Qualifications and Experiences:

- Completion of the Matriculation Examination (Grade 12) is required. A university degree or diploma in Education, Social Sciences, Development Studies, or a related field is highly preferred.
- Minimum 2 years of experience implementing education-related activities in conflict-affected areas, preferably in community-based activity implementation.
- Demonstrated experience in conducting assessments, facilitating training sessions, and leading community-level activities.
- Ability to engage and coordinate with community members, local authorities, volunteer educators, and relevant education stakeholders including village education committees.
- Strong understanding of conflict dynamics and the challenges faced by crisis-affected populations.
- Proven ability to plan, implement, monitor, and report on project activities effectively.
- Strong interpersonal, facilitation, and communication skills.
- Ability to work independently and under pressure in challenging environments
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and basic data management software/tools.
- Familiarity with humanitarian principles, standards, and accountability mechanisms.
- Commitment to the vision, mission, and values of Gathering House.
- Ability to work independently and under pressure in challenging environments
- Applicants must be travel regularly to Project areas as required by the project.

Benefits:

- Competitive salary and allowance (**Standardized scale, based on qualifications and experience**), and additional standardized benefits are provided, including a comprehensive leave package, home leave benefit, hardship allowance, medical coverage, 13th-month salary, and a monthly communication allowance
- A supportive and collaborative work environment that fosters continuous learning and growth
- Valuable hands-on experiences and exposure, providing opportunities for professional development and career advancement
- Capacity building initiatives such as workshops, training programs, and conferences to enhance your skills and knowledge

If you meet the qualifications and are passionate about making a positive impact on the lives of conflict-affected individuals, we encourage you to submit your application.

How to Apply:

Interested candidates are invited to submit their application letter and updated CV, including academic qualifications, recommendations from previous employers, a contact phone number, and the details of at least two professional referees (one from the current or most recent Human Resources Department and one from the current or most recent supervisor) to recruitment@pmkp.org

Please indicate **“Project Assistant, VA06526”** in the subject line of your email.

Only shortlisted candidates will be contacted and invited to participate in the relevant assessments and/or interviews.

Equal Opportunity and Safeguarding Commitment

Gathering House is committed to ensuring equal opportunities in recruitment and selection processes and considers all qualified candidates regardless of race, ethnicity, religion, gender, disability, age, or other protected characteristics.

We are strongly committed to the protection and well-being of children, the promotion of gender equality, and the prevention of all forms of abuse. Gathering House maintains a zero-tolerance policy toward child abuse, sexual exploitation, abuse and harassment (PSEAH), and all forms of misconduct that may harm vulnerable individuals. All successful candidates will be expected to adhere to our safeguarding related policies and standards of conduct.