



## Gathering House Youth Empowerment Society

### Vacancy Announcement

**VA06726, GHYES-HR**

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

|                            |                      |
|----------------------------|----------------------|
| <b>Position Title:</b>     | Project Officer      |
| <b>No of Position:</b>     | One Position         |
| <b>Location:</b>           | Sagaing Region       |
| <b>Desired Start Date:</b> | 1-Nov-26             |
| <b>Duration:</b>           | Till end of Nov 2027 |
| <b>Reports to:</b>         | Project Coordinator  |
| <b>Closing Date:</b>       | 18-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:** We are seeking a dedicated, highly skilled, experienced individual to join our organization as a Project Officer, Humanitarian Aid Program. The Project Officer will be responsible for the implementation and execution of projects that enhance access to humanitarian aid and contribute to the welfare of beneficiaries.

**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 project planning and coordination by assisting the Project Coordinator in developing detailed implementation plans, budgets, and activity schedules in close collaboration with inclusion technical focal points, field teams, and relevant humanitarian stakeholders.

- Lead the implementation of humanitarian assistance targeting IDPs and crisis-affected communities with a strong focus on disability inclusion, including:
  - Facilitating accessible distribution of emergency relief, cash/voucher assistance, and non-food items (NFIs) customized to the specific needs of PWDs, elderly individuals, and vulnerable IDPs.
  - Coordinating the provision of assistive devices, mobility aids, and specialized support services for PWDs in close collaboration with specialized service providers.
  - Organizing community-based awareness sessions on disability rights, social inclusion, protection, and the reduction of stigma and discrimination against PWDs among IDP and host communities.
- Oversee procurement and logistics related to specialized materials and inclusion supplies, ensuring timely delivery, appropriate targeting, reasonable accommodation, and strict adherence to organizational procurement policies and donor guidelines.
- Monitor project activities and outcomes using established indicators disaggregated by disability, sex, and age; provide regular updates and reports to the Project Manager on implementation achievements, challenges, and lessons learned.
- Conduct regular, safe field visits to supervise activity execution, support inclusive community mobilization, and ensure adherence to humanitarian protection standards, do-no-harm principles, and accountability to affected populations (AAP).
- Organize and facilitate coordination meetings, capacity-building workshops, and community engagement activities involving local leaders, IDP committees, and humanitarian actors to promote disability-inclusive humanitarian response across sectors.
- Maintain accurate, confidential, and secure project records and documentation, including disaggregated distribution lists, training logs, field monitoring reports, and beneficiary feedback/case stories.
- Ensure effective coordination with community structures, local actors, and disability organizations to strengthen local referral pathways, community support networks, and the long-term sustainability of interventions.
- Support inclusive needs assessments and monitoring efforts, including Rapid Needs Assessments (RNA), Post-Distribution Monitoring (PDM), and baseline/endline surveys, in close coordination with the IAD team to ensure tools and data collection methods are accessible to and representative of PWDs.

#### **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:**

- Minimum 3 years of experience in humanitarian aid project implementation at conflict-affected areas, preferably in Health, Nutrition, and WASH sectors in conflict-affected or emergency contexts.
- Good understanding of humanitarian principles, including Sphere Standards and integrated approaches in humanitarian response.
- Strong understanding of conflict dynamics and challenges faced by affected populations.
- Knowledge of humanitarian principles and best practices.
- Proven ability to plan, implement, and monitor projects effectively.
- Strong interpersonal and communication skills to engage diverse stakeholders.
- Experience in monitoring and evaluation, including data analysis.
- Proficiency in English and Burmese languages.

### **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](mailto:recruitment@pmkp.org)

Please indicate **“Project Officer, VA06726”** 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.