

VACANCY ANNOUNCEMENT

(VA-010/2025)

ABOUT THE POSITION

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| Position Title: | Gender-Based Violence (GBV) Prevention Officer | Duty Station: | Southeast region |
| Report To: | Project Manager | Salary: | Competitive Salary and Benefits |
| Contract Duration: | June/2025 – December/2025 (with possible extension) | Deadline | 18 th June 2025 |

The host organization is an international Non-Governmental Organization that has been working in Myanmar since 2015. It works globally in post-conflict areas and prolonged refugee situations with refugees, IDPs, returnees, hosting and receiving communities to promote equality, livelihoods and peaceful development in post-conflict working environments. The host organization started its operations in Myanmar in 2015 in Southeast regions and 2019 in Kachin State.

Job Purpose:

The purpose of the job role: Under the supervision of the Project Manager, the GVB Prevention Officer will be responsible for providing comprehensive project implementation support. This includes closely working with local implementing partners in Southeast regions to implement, monitor and provide training and technical support to GBV prevention (GBV, SRHR, and MHPSS) activities through partners in the target communities.

Duties and Responsibilities

Programme Implementation

- Develop operation plans/work plan & reviews as a focal person for WGC regular activities.
- Identify locations and topics for GBV awareness raising based on the context specific needs.
- Based on the local context, develop and review curricula, tools and other resources for awareness raisings, focus group discussion (FGDs), women empowerment activities, support groups and community dialogues on GBV prevention.
- Build the capacity of partner/s on GBV preventions tools.
- Provide GBV training for partners and facilitate awareness raising, focus group discussion, and other community engagement activities related to GBV prevention
- Identify and innovate strategies/activities to promote social cohesion and integration throughout program activities and in the WGCs.
- Produce IEC materials in collaboration with women and girls, WGC personnel and GBV Team and GBV Technical Advisor.

- Develop capacity building plans, sessions plans and supervision plans and conduct as require for the staff of implementation partners to ensure effective GBV prevention.
- Monitor WGCs to mentor and provide technical support to Community Facilitators, WGC in charges.
- Coordinate with the M&E team for data collection after sessions, meetings, trainings for analyzing collected data/information for reporting purposes.
- Be a focal person for PSEA and actively participate in PSEA networking.
- Build the capacity of the organization and partner staff on PSEA by doing awareness, workshop, training.
- Ensure the safety of target communities through implementation of community complaint and feedback mechanism.

Coordination

- Coordinate and collaborate with partner organizations to ensure smooth implementation of the Women and Girls Center (WGC).
- Coordinate and collaborate with the protection team to guarantee a broader and more consistent reach of the organization activities.
- Collaborate with different stakeholder and other departments (especially protection) to ensure safe referrals and survivor centered response and an impactful and smooth field level implementation.

Documentation and Reporting

- Document activities related information including case studies and human-interest stories.
- Ensure data protection in project activities, especially information related to survivors.
- Write and submit weekly, and monthly reports to (donor or internal) and assist the Project Manager in writing quarterly and annual reports.

Qualifications and Experience

- University degree with a minimum of 3 years of experience in GBV Prevention, WGC and/ or other GBV related services.
- Good both in written and verbal communication in English and Myanmar
- Proficiency in MS Word, Excel, and Powerpoint.
- Proven experience in monthly report writing.
- Able to work with flexibility and extended time if necessary.
- Self-motivated and ability to work as part of a team, as well as independently.
- Confident and cooperative, even under pressure
- Prior experience in working in Southeast regions and understanding of local context.
- Ability and willingness to travel to project sites frequently.
- Commitment to and understanding the organization's Mission, Vision, and Values.

Application

The following documents as one-file in PDF format need to be submitted to apply for this job:

- Cover letter
- Updated CV with photo
- 3 references with contact details (2 references should be current supervisor and HR responsible person)

Application Instructions

Candidates should submit their application to 'recruitmentyn1@gmail.com' quoting **“VA-010/2025 Application for GBV Prevention Officer”** in the subject line.

- Application will not be successful if applied quoting is not mentioned correctly.
- Only short-listed candidates will be contacted for an interview. Telephone queries will not be answered.
- The host organization is an equal-opportunity employer. We welcome applications from women, persons with disabilities, and LGBTQs.