

## Vacancy Announcement (For Myanmar National Only)

<b>Title:</b>	<b>Project Assistant</b>
<b>Location:</b>	<b>Ye-U &amp; Wetlet</b>
<b>Contract Duration:</b>	<b>Until the end of January 2025 with a possible extension</b>
<b>Number of Positions:</b>	<b>2 Positions</b>
<b>Report to:</b>	<b>Project Officer</b>
<b>Line Manager for:</b>	<b>NA</b>
<b>Salary</b>	<b>Above 300 USD</b>
<b>Closing Date:</b>	<b>31 May 2025</b>

### Organizational Background

Our organization founded by active and young leaders in 2023 is a non-profit organization based in the middle dry zone of Myanmar with the main purposes of enhancing the accessibility of the community to a quality education, safe and thriving homes, resilient livelihoods with employment opportunities, healthy and nutritious diets and optimal health and nutrition services. Our organization strategically executes the missions on a broad spectrum of projects and activities focused on the empowerment and capacity building of young people and the development of the local community through sustainable livelihoods to achieve the desirable outcome in the community.

### Our Values

#### **ACCOUNTABILITY**

We hold ourselves and our partners accountable for ethical conduct and integrity, acting responsibly for the benefit of the communities that we serve. We are responsible stewards of our financial resources and maintain a sustainable organization.

#### **DIVERSITY, EQUITY, INCLUSION, AND RESPECT**

To create an equitable and inclusive community, we value diversity in all forms, which is vital for advancing innovation, critical thinking, and solving complex problems. We maintain dignity and respect for the individuals and communities we work with and serve.

#### **COLLABORATION, PARTNERSHIP, AND SHARING**

We are stronger and have a greater impact by working together. We organize and support public and private partnerships to be a healthy community and society.

#### **INTEGRITY**

Honest, encourages openness and transparency; demonstrates the highest levels of integrity.

## JOY

A fundamental part of a healthy life, joy fosters better health outcomes and is essential to the way we work.

### Role Purpose

Under the direct supervision of the Project Officer, we are looking for Project Assistants based in Ye-U and Wetlet for the implementation of the MPCA/Shelter/NFI project. He/she will be responsible for the field-level implementation of cash assistance, and delivery of essential household and basic WASH items in their assigned townships. The Project Assistant will initiate and facilitate the project orientation, need assessment, beneficiary selection, distribution, and monitoring of the assisted supplies by cooperating, supervising, and mobilizing the community-based volunteers for their respective areas. With guidance from the Project Officer, this position holder will closely work with the internal support teams such as finance, procurement, logistics, and MEAL, and coordinate with the relevant field-level stakeholders to leverage the timely and effective implementation.

### Key Areas of Responsibilities

- Carry out the situational analysis of the implementing areas and collect and report the security and operational information updates to the office.
- Conduct the project orientation, community mobilization, and engagement with the local authorities and committees to ensure smooth activity implementation.
- Connect with the community-based groups/committee, organize the recruitment of volunteers, empowerment, and strengthening of CBO/CSOs and community facilitators.
- Conduct the provision of MPCA in line with the MEB guidance and delivery of recovery supplies in the targeted areas.
- Facilitate and organize the training and workshops for the technical capacity building and empowerment of the volunteers regarding the WASH, CCCM, PSEA, AAP, etc.
- Lead the hygiene promotion sessions, community-level CCCM training, awareness raising and education sessions for protection and other mainstreaming of the program.
- Under the guidance of the Project Officer, carry out the required process including the budget expenses, procurement, transportation, and warehousing arrangement working together with the finance and logistic team.
- With the support of the Project Officer, coordinate and closely work with the MEAL team to collect, check, and clean the data for each activity monitoring indicator.
- Prepare and submit monthly activity reports together with the data, photo records, and success stories and assist the Project Officer in the preparation of quality reports as required.
- Supervise the performance and work done by volunteers and the village committees in all response activities.
- Arrange for the field monitoring visits of the Project Officer and Coordinator, staff from the head office, partners, and donor agencies.

- Organize and facilitate the community and respective stakeholders for the activities including assessments, surveys, campaigns, or any other project-related tasks.
- Undertake the other additional tasks assigned by the Project Officer for the project implementation and community empowerment.
- Fully comply with the code of conduct, PSEA policy, child safeguarding, fraud & corruption, equal opportunities, and any other zero-tolerance policies and procedures of organizations.

### **Requirements for this position**

#### **Academic Qualification**

- University degree (bachelor's degree/ equivalent) with a minimum of one year of working experience in humanitarian and development projects.

#### **Professional Experience and Skills**

- A strong knowledge of implementing emergency response and early recovery activities including shelter/NFI/protection etc.,
- Require specific experiences and understanding of context, and ability to be assigned in the implementing townships.
- Experienced in assisting and organizing training and meetings as per project requirements.
- Proven experience of working with the community, children, community-based volunteers, and committees.
- Being able to lead community mobilization, facilitation, and field-level coordination with excellent interpersonal and communication skills.
- Being able to go on field visits to the implementation sites.

### **How to apply for**

The successful candidates are encouraged to send their “[resume/ curriculum vitae mentioning the three professional referees along with the cover letter](#)” to the following address.

Email address: [recruitmentteam.hsf@gmail.com](mailto:recruitmentteam.hsf@gmail.com) in the subject.

Please write: “[Project Assistant\\_MPCA/Shelter/NFI\\_052025](#)”

Deadline: **31 May 2025, 5:00 PM (Myanmar Time)**

**\*\*Please note that only shortlisted applicants will be contacted for personal interviews. Applicants are encouraged to apply early as the contact will be made on a rolling basis before the closing date. Any applications after the closing date will not be considered. \*\***