

## Vacancy Announcement

**Position: Senior Program Officer**  
**Duty Station: Nyaung Shwe, Southern Shan State**

We are a secular, non-profit, and non-governmental organization (NGO) dedicated to humanitarian aid, rehabilitation, and development. Our main emphasis lies in Water, Sanitation, and Hygiene (WaSH) initiatives, which frequently overlap with various sectors such as basic infrastructure, distribution of food and non-food items (NFI), disaster risk reduction (DRR), and livelihoods.

Through participatory methods, our teams strive to cultivate community ownership and facilitate capacity building. We engage in strategic partnerships with local collaborators, enhancing their technical and operational capabilities. Additionally, we provide support to grassroots organizations, contributing to the reinforcement of civil society engagement.

Position:	Senior Program Officer	Location:	Nyaung Shwe
Report To:	Program Manager	Starting Date:	ASAP
Department:	Program		
Type of Contract:	National Position; the post requires a 3-month probation period.		
Basic Salary and Benefits:	G6L1 (Negotiable based on experience and qualifications.) Health and Life insurance package included.		

Duties & Responsibilities
<p>The job of the Senior Program Officer includes the following duties and responsibilities:</p> <ul style="list-style-type: none"><li>• Work under the supervision of the Program Manager (Shan) and in close coordination with all departments in field office to ensure all activities related to hygiene trainings are in accordance with the proposed activities.</li><li>• Supervise, guide and mentor the Program Assistants and coordinate the field activities with the assistants on a weekly base.</li><li>• Monitor the activities of the shan project team and report constraints and challenges to the Program Manager (Shan).</li><li>• Collect team member's feedback and evaluate their performance.</li><li>• Plan, organize and conduct regular knowledge sharing sessions/trainings for the team members as requested by the Program Manager (Shan)</li><li>• Responsible for the financial clearance of respective session/training and submit clearance on time to Finance Officer/Program Manager (Shan).</li><li>• Responsible in planning and organize and conduct hygiene trainings in the target communities with project team members</li><li>• Submit complete training report of knowledge sharing session/training via email or signed hard copies with relevant supporting documents to the Program Manager (Shan) after training</li><li>• Responsible for the survey and assessment related with emergency response and reporting to the Program Manager (Shan)</li><li>• Responsible to ensure the quality of the data/information collection for monitoring purpose in closely coordination with MEAL focal person. (Including the lesson learned and success story)</li><li>• Responsible for the in-depth assessment of WaSH knowledge and capacity to target communities, discover the needs of communities for the preparation of solid and proper training met with the needs of communities.</li><li>• Ensure gender analysis and inclusion is integrated into planning and implementation of projects.</li></ul>

- Work with the Program Manager (Shan) to enhance community capacity through mentoring, coaching and facilitation, enabling the community groups to take a direct implementation role in their community.
- Revise plans in response to reflection and learning from the community and the team.
- Prepare and revise annual budgets, if required by the Program Manager (Shan).
- Write project reports according to arche noVa's guidelines, using the MPR templates
- Perform other tasks that may be required by the Program Manager (Shan)/Program Coordinator.

#### Position Requirements

- Bachelor degree in health or hygiene related subject
- At least 3 years of work experience in WaSH interventions in communities in the humanitarian/development context or a related field
- Experience in implementing emergency response
- Experience in project daily based planning and staff management
- Experience in setting up WaSH training curricula for Community and WASH in schools
- Solid community mobilization and facilitation skills
- Strong Team management experience
- Good computer skills are essential (Word, Excel, Power Point, Internet)
- Knowledge of English is an advantage
- Good interpersonal skills
- Good communication and understanding skills
- Being able to work efficiently, under pressure and adapt to difficult conditions
- Willingness to travel to the field and good health condition which allows frequent car/motorcycle travel and stay to/at remote villages
- Motorcycle license is a must
- Working experience in Shan State is preferable

The organization applies a zero-tolerance policy towards Fraud and Corruption.  
The organization is committed to a diverse and inclusive environment. Women, ethnic minorities and persons with disabilities are encouraged to apply.  
In line with the organization's policy on Protection of Sexual Exploitation and Abuse, successful candidates will be required to undergo PSEA training and agreed to abide by the policy.

#### APPLICATION PROCESS:

Interested candidates should apply by submitting their full CV, cover letter and contact details of 3 Referees by email to: [recruitment.mmr.2024@gmail.com](mailto:recruitment.mmr.2024@gmail.com). Please use subject heading: "Ref: Vacant Position-Senior Program Officer-Nyaung Shwe."

Deadline for applications: **Open until 16.5.2025**

We regret to inform you that only shortlisted candidates will be contacted for interview.

Due to the urgent need to fill this position, qualified candidates may be contacted on a rolling basis before the application deadline.

"Our organization is committed to providing a transparent and fair recruitment process. As part of this commitment, we guarantee that no fees will be charged at any stage of the recruitment process"