

## **Vacancy Announcement (For Myanmar National Only)**

<b>Title:</b>	<b>Project Officer</b>
<b>Location:</b>	<b>Ye-U &amp; Wetlet</b>
<b>Contract Duration:</b>	<b>Until the end of January 2026 with a possible extension</b>
<b>Number of Positions:</b>	<b>2 Positions</b>
<b>Report to:</b>	<b>Project Coordinator</b>
<b>Line Manager for:</b>	<b>Project Assistants</b>
<b>Salary:</b>	<b>498 USD</b>
<b>Closing Date:</b>	<b>31 May 2025</b>

### **Organizational Background**

Our organization founded by the 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 Coordinator, we are looking for Project Officers to contribute to the implementation of the MPCA, shelter, and NFI project in Ye U and Wetlet for the swift recovery of earthquake and crisis-affected populations by strengthening their resilience and best practices on the way of response. He/she will be responsible for the quality field implementation of multipurpose cash assistance (MPCA) with sector-specific assistance (in-kind or cash-based), transitional shelter, essential household items, and early recovery activities providing technical and operational support to the teams. The Project Officer will lead need assessment, developing criteria & beneficiary selection, providing cash assistance, shelter & NFI supplies, follow-up and monitoring in the respective townships. This position holder will closely supervise and manage the team facilitating the operational processes including finance, procurement, logistics, and other required functions. He/she will coordinate with internal and/or external teams/departments, and other stakeholders to ensure smooth and efficient programming in the targeted townships.

### **Key Areas of Responsibilities**

- Assist and support the Project Coordinator to effectively deliver services and activities of the cash, shelter & NFI project in the targeted areas.
- Ensure situational analysis of the implementing areas and share the information updates including the security and operational aspects with the Project Coordinator.
- Manage and guide the project assistants to ensure timely implementation of the cash assistance, and emergency shelter activities within the definite budget to meet the targets.
- With the support and guidance from the Project Coordinator, facilitate and organize the required process including the financial and procurement arrangement working together with the respective teams to ensure the proper field implementation.
- Ensure that the expenses of every activity are in line with the approved budget, financial rules, and regulations of the organization and donor coordinating with the finance team.
- With the support of the Project Coordinator, coordinate and closely work with the MEAL team to track the target and achievement of each activity monitoring indicator.

- With the support and input from PAs, prepare and submit monthly and quarterly reports together with the data, photo reports, and success stories and assist the Project Coordinator for the quality reports as required.
- Assist the Project Coordinator with the arrangement of the capacity building training and provide on-job training and technical support to the team for the quality of performance.
- Lead and technically support Project Assistants for the selection criteria, beneficiary selection, cash and items distribution, and post-distribution monitoring.
- Advocate for field-level implementation including project orientation, community mobilization, and engagement with the local authorities and committees.
- Capture the voices, preferences and feedback of affected communities through the reinforcement of existing or establishment of new complaints and feedback mechanisms.
- Participate in and arrange for activities including assessments, surveys, campaigns, or any other project-related tasks.
- Conduct field visits to supervise the performance of the team, quality of work done, and arrangement for the monitoring visits of Project Coordinators, staff from head office, partners, and donor agencies.
- Undertake the other additional tasks assigned by the Project Coordinator 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 experience in a similar position.

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

- At least three years of working experience in humanitarian and development projects at NGO/INGOs.
- A strong experience and knowledge in implementing emergency response and recovery activities including shelter, MPCA, NFI, CCCM, etc.,
- Require specific experiences and understanding of context, ability to assign in the implementing townships, and go on supervision visits to the implementation sites together with the field staff.
- A minimum of one year's experience in the management of team and field implementation.
- Experience in organizing and conducting training and meetings as per project requirements.
- Experienced participating and assisting in report writing and providing input for quality reports.

- Being able to lead community mobilization, facilitation, and field-level coordination with excellent interpersonal and communication skills.

#### 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)

Please write: “[Project Officer\\_ MPCA/Shelter/NFI \\_052025](#)” in the subject.

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. \*\***