

VACANCY ANNOUNCEMENT

Field Staff, Yangon Office of AAR Japan

Association for Aid and Relief, Japan (AAR Japan, head office: Tokyo, Japan) is an International Non-Governmental Organization without any political, religious, or ideological affiliations. In Myanmar, AAR Japan has been providing assistances to persons with disabilities since 1999 in Yangon, and Hpa-an Office was also opened in 2013 to work together with the community to promote safer and better living environment for persons with disabilities in Kayin State.

In the Myanmar earthquake that occurred in March, 2025, more than 6,300,000 people were affected, 3,800 people got killed, and 5,100 got injured. The affected people continue to face difficulties in their daily lives due to issues such as securing drinking water and houses. Therefore, AAR will conduct continuous assistance including cash distribution, food, and/or NFI to the affected people for reconstruction of their daily life.

For our project in Mandalay, Sagaing, Naypyidaw, AAR Japan based in office has been seeking motivated and experienced candidates for the following position:

(For more detailed information of the organization, please visit our webpage: <http://www.aarjapan.gr.jp/english/>).

JOB DESCRIPTION

Project title:	Earthquake Response project in Mandalay, Sagaing, Naypyidaw, and Yangon
Position:	Field Staff including Admin work
No. of Post:	1 post
Reports:	Field Coordinator
Duty station:	Yangon Office
Duration:	15 th May ~ 14 th Sep 2025 (could be extended, negotiable)
Starting date:	As soon as possible

1. Key Responsibilities

Field Staff should be responsible for implementation of the project under the supervision of Expats.

- Develop detailed work plans and implement activities of the emergency responses in assigned villages under supervision of Project Officer and Field Coordinator.
- Contribute to discussion in developing and reviewing the project to pursue objectives of the project.
- Report schedule and progress of activities, and any project-related issues at field level to Expats.
- Lead and Manage a field team for preparing and implementing activities in assigned villages.
- Manage logistics in assigned villages, and assist Field Coordinator to manage logistics.
- Cooperate with LINGO, community mobilizers and volunteer staffs in assigned villages.
- Support administrative management of Hpa-an Office, AAR Japan.

- Other duties as mutually agreed between the employer and employee.

2. Competencies Requirements

(a) Professional Competencies

- Education: Completing of high school education or equivalent education.
- Experience: Minimum 2 years work experience is desirable in related development field. Field work experience in disability and community development is preferable.
- Language: Fluency in English (written and spoken) as well as Myanmar language.
- Computer: Basic skills (Word, Excel, Power Point)

(b) Behavioral Competencies

- Strong motivation for working with/for community people.
- Capacity to work as a team and to lead the team.
- Have dynamic, initiative, creative and patient character.
- Strong communication skills and interpersonal relationship.

3. Qualifications

It is favorable for the candidate to have accommodation arrangements in Yangon. If the candidate is currently residing outside of Yangon, the candidate is requested to arrange his/her own accommodation in Yangon. AAR Japan will not provide travel costs to Yangon nor accommodation allowances upon recruitment.

4. Application

- Please send the following documents via e-mail to aarkrn.hr@gmail.com, with subject indicating the position you apply for and your full name:
 - a. Cover Letter**
 - b. CV including information on current and past job experiences and expected salary.**
 - c. Copy of certificate for your degree/specialty**
 - d. References**
- Persons with disabilities are strongly encouraged to apply.

****Note:** Only short-listed candidates will be contacted by AAR Japan.*