



**Position Title** : Center Officer (WGC)- Women and Girls Center  
**Position** : (2) Positions  
**Reports To** : Project Coordinator/Assistant Project Coordinator  
**Location** : [Tada-U, Amarapura]

**Background on the recruiter:** FXB is an International Non-Governmental Organization (INGO) officially recognized by the Republic of the Union of Myanmar. Active in the country since 1993, FXB provides assistance to vulnerable populations, refugees and internally displaced people, at-risk youth, orphans and vulnerable women and children. The programs in FXB encompass Health, Education, Community Development, Protection, Vocational Training and Incoming Generating Activities.

**Job Summary of Center Officer (Women and Girl Center – WGC):**

The WGC Center Officer is a key staff member of the emergency response team, working under the supervision of the Project Coordinator to ensure the effective delivery of Gender-Based Violence prevention and response services for earthquake-affected communities. This position is based at the Women and Girl Center, operated in collaboration with the UNFPA and plays a crucial role in promoting the safety, dignity, and well-being of women and girls in crisis-affected settings.

The Center Officer is responsible for coordinating and delivering a range of services including GBV awareness-raising sessions, provision of Mental Health and Psycho-social support (MHPSS) interventions, and supporting GBV Case Manager in case management in line with inter-agency guidelines and survivor-centered principles. The Center Officer will also contribute to the safe and inclusive operation of the center, conduct outreach activities, maintain documentation and data confidentiality, and support survivors through compassionate, respectful, and confidential service delivery. This role requires flexibility, strong interpersonal skills, and a commitment to serving vulnerable populations with professionalism and empathy. The schedule may include shifts on weekends and holidays, depending on the emergency context and operational needs.

**Key Responsibilities:**

- Oversee and supervise the daily functioning of the Women and Girls Center, ensuring a safe, supportive, and inclusive environment for all beneficiaries.
- Facilitate group sessions, life skills training, and awareness-raising events within the center.
- Engage community members in awareness sessions and activities aimed at strengthening resilience, knowledge, and protective behaviors.

- Work with stakeholders and referral network members to ensure timely access to safe, confidential services for survivors.
- Ensure the availability of essential items and services to meet survivors' immediate needs during crises.
- Support adherence to referral protocols and monitor the quality of services received by survivors from partners.
- Organize regular meetings, team reflections, and training to ensure quality and consistency of services.
- Maintain a daily activities schedule and staff duty roster; prepare and submit the monthly roster to the HR department in a timely manner for payroll purposes.
- Monitor and support WGC staff including case managers, community mobilizers, outreach workers, and counselors.
- Enforce WGC policies and procedures, ensuring compliance with the organization's Code of Conduct and ethical standards.
- Ensure all reports include non-identifying information related to survivors, services provided, follow-up actions, and awareness activities
- Prepare and submit timely program and financial reports to the Program Team, including quarterly and annual reports.

**Other Responsibilities:**

- Other duties may be assigned by Project Coordinator of FXB Myanmar.
- To provide a safe and secure work environment; fostering a safety and security culture and ensure compliance with FXB Myanmar safety and security policies and procedures
- Demonstrate an ongoing commitment to gender equality and diversity

**Required Qualifications, Experience and skills/abilities:**

- University degree in the area of related field or Social Science.
- 1 to 2 years' NGO experience working in a related program
- Must have experience in Gender /SRHR related activities
- Excellent interpersonal and teamwork skills
- Ability to work in a complex environment with multiple tasks and short deadlines
- Strong ability to work and communicate within a team, results oriented and decision-making skills
- Demonstrated excellence in oral and written Myanmar language and fair in English language.
- Ability to work independently and to exercise independent judgment
- Ability to ensure adherence to applicable laws and regulations
- Demonstrated ability to exercise confidentiality and professionalism
- Myanmar national strongly encourage for Women

FXB Myanmar is an equal opportunities employer organization. We welcome applications from all qualified candidates regardless of race, ethnic origin, religion or disability. Qualified candidates must submit the following a letter of interest, along with detailed curriculum vitae, on or before 15th July 2025 or drop application along with CV at #1A/8, , 10 Ward, Mya Thidar Housing, South Okkalapa Township, Yangon, Myanmar. (Email: [fxbmyanmar@fxb.org](mailto:fxbmyanmar@fxb.org)) . Contact Phone: 09425320649

**This position is appointed for female candidates only.**

FXB Myanmar does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, discrimination and child abuse. All selected candidates will, therefore, undergo reference and background checks.