

Vacancy Announcement

Phyu-Sin Saydanar Action Group (PSSAG) is a registered local NGO founded in September 2014. Headquartered in Yangon, PSSAG is a dynamic and dedicated organization with operations in Rakhine and Ayeyarwady, Sagaing (Nagaland) Regions/States with over 100 local staff. PSSAG is providing humanitarian assistance to the most vulnerable communities in Myanmar through health, education, WASH, shelter construction, food, and NFI distribution work sectors. Focus on the needs and interests of the community, PSSAG implements its activities by cooperating with Government, UN, INGOs, LNGOs, and CSOs. PSSAG has significant capabilities in emergency response and developmental works as well.

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| Position Title | : Field Assistant |
| Report to | : Project Officer |
| Direct report for | : Nil |
| Number of Posts | : (3) |
| Duty Station | : Nga Pu Taw, Thar Paung, Pathein, Myaung Mya Tsp. Ayeyarwaddy Division |
| Deadline Date of Application | : 17 June 2025 (05:00 PM) |

Responsibilities

- Engage and mobilize with the community leaders, community volunteers and beneficiaries.
- Get agreement from the community leaders and community for implementation of the activities.
- Collect necessary data from targeted project areas.
- Collect necessary data requested by M&E Officer and Project Manager.
- Collect basic RNA for the emergency responses.
- Help PM in selecting beneficiaries
- Participate in the work plan the activities for implementations
- Communicate with the community volunteers for response implementation.
- Get feedback or complaints from the community and report to the Project Manager
- Conduct post distribution monitoring and report back to project Manager
- Attend training/meeting as and when necessary
- Arrange awareness sessions for the community volunteers and beneficiaries.
- Lead the distribution of items, NFI, Food or cash supports
- Make sure of necessary documentation on distribution
- Any other duties assigned by line Manager

Qualification

- At least two- or three-years' field work experience in NGOs and INGOs.
- Computer skill (basic).
- Experience with gender is a benefit.
- Good facilitation skills
- Good understanding level of processes for field mobilization and facilitation skill
- Good negotiation, coordination and communication
- Ability to work with different levels of groups and stakeholders
- Commitment to constant improvement, sharing and learning
- Willingness to visit remote areas.
- Able to speak local languages (Karen) that will be a benefit

PSSAG is an equal opportunity employer, and we encourage women to apply. PSSAG is committed to 'Zero Tolerance' to child abuse and sexual harassment. All PSSAG staff are required to sign PSSAG's Code of Conduct and adhere to it at all times

Interested candidates are requested to submit their applications (CV and Cover Letter) no later than

19 June 2025 (05:00 PM) to: hr.pssagmm@gmail.com

Note: Only shortlisted candidates will be contacted.