

VANCACY ANNOUCEMENT

Resilient Communities and Inclusion (RCI) is a non-profit organization established in 2022, dedicated to emergency response and sustainable development for all individuals in Myanmar, regardless of gender, religion, or ethnicity. Our vision is a safe, resilient, and sustainable future where communities are free from the dangers of explosive ordnance, empowered to protect their environment, and supported through inclusive humanitarian assistance and psychosocial well-being. Our mission is to protect and empower communities by delivering humanitarian mine action, environmental conservation, emergency response, disability inclusion, and mental health and psychosocial support. We are dedicated to risk reduction, resilience-building, and sustainable development, working collaboratively with local and international partners to create lasting impact. RCI is actively implementing programs in Rakhine State and Chin State.

Position	Project Officer
Number of Post	2 Posts
Vacancy Announcement	VA-RCI2502
Location	Rakhine State
Reporting to	Programme Coordinator
Position holder is Line Manager for	Project Assistant

PURPOSE OF THE POSITION

The Project Officer is to coordinate and support the effective implementation of activities across key thematic areas—Emergency Response, Humanitarian Mine Action, Environment and Climate Change, Disability Inclusion, and Mental Health and Psychosocial Support (MHPSS) project activities. The role ensures that project interventions are timely, inclusive, and aligned with community needs, while promoting safety, resilience, sustainability, and the well-being of vulnerable populations.

DUTIES AND RESPONSIBILITIES

- Coordinate and implement project activities related to Humanitarian Mine Action, including risk education sessions, victim assistance support, and community safety awareness.
- Integrate climate resilience and sustainable environmental practices into project planning and field activities.
- Support emergency preparedness and response efforts by ensuring timely delivery of humanitarian aid and recovery support to affected communities.
- Promote disability inclusion by ensuring accessibility, participation, and representation of persons with disabilities in all project components.
- Facilitate mental health and psychosocial support (MHPSS) activities, including community-based support and referrals to specialized services.
- Monitor and report on project progress, ensuring quality implementation, documentation, and compliance with donor and organizational standards.
- Build and maintain strong relationships with local communities, stakeholders, and partners to support collaborative and inclusive project delivery.
- Contribute to data collection, needs assessments, and learning processes to inform ongoing improvements and strategic planning.

OTHERS

- Ensure that project documents and information are properly achieved
- Assist in planning, implementing, and monitoring project activities across key sectors, including mine risk education, environmental protection, emergency response, disability inclusion, and mental health support.
- Collaborate with field teams and community stakeholders to ensure inclusive and context-appropriate delivery of project services. Support awareness sessions on landmine and explosive risks, and contribute to victim assistance initiatives.
- Promote climate-smart practices and help integrate environmental considerations into local development efforts.

- Participate in rapid assessments and coordinate relief efforts during emergencies to ensure timely humanitarian response.
- Advocate for the inclusion of persons with disabilities in all program areas, ensuring accessibility and equal opportunities.
- Organize and facilitate community-based psychosocial support activities to enhance emotional well-being and resilience.
- Prepare activity reports, maintain documentation, and support data collection to inform project evaluations and decision-making.
- Maintain effective communication with partners, local authorities, and team members to ensure smooth project implementation.

SKILLS AND QUALIFICATIONS

- A diploma or degree in a relevant field such as Project Management, Social Sciences, International Development, or any related discipline
- Experience working with vulnerable populations, including persons with disabilities, conflict-affected communities, and impacted by climate-related risks.
- Strong organizational and time-management skills with the ability to prioritize tasks effectively
- Ability to work independently and as part of a team in challenging environments.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software tools.
- Experience in monitoring and evaluating project outcomes, including data collection, reporting, and contributing to project assessments.
- Strong community engagement, coordination, and facilitation skills.
- Demonstrated ability to work in emergency response settings, providing rapid assistance and ensuring timely interventions.
- Understanding of local context, culture, and languages is an asset.

LANGUAGE SKILL

- Fluency in English (written and spoken) is required for reporting, communication with international partners, and documentation.
- Local language skill is highly desirable to facilitate community engagement and enhance project implementation.

APPLICATION PROCEDURE

Interested person should send an application letter with updated CV with recent passport photo and 3 reference check not later than **5:00 pm, 16 June 2025** to the email address: **recruit.rciorg@gmail.com**. No requirement of photocopy of certificates. Please write: **“Project Officer_ VA-RCI2502”** in subject.

Only shortlisted applicant will be contacted for a written test and interview. Applicants may be contacted on a rolling basis before the closing date, it is encouraged to apply early. After closing date, applications are not considered.

Note:

- Application will not be successful if applied mentioned in subject as refer.
- For internal candidates: Applicants should inform the respective line managers at the time of application.

RCI is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

RCI is committed to Child Protection and Protection from Sexual Exploitation and Abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.