

Vacancy Announcement

Welthungerhilfe is one of the largest private aid organizations in Germany; it is politically independent and non-denominational. Welthungerhilfe (WHH) is dedicated to fighting for a world without hunger. Since it was founded on December 14, 1962, 12,128 overseas projects in about 72 countries have been supported with 5.07 billion euros.

Welthungerhilfe follows the principle of empowering people to help themselves to sustainably improve their living conditions, offering everything from fast disaster relief to reconstruction and long-term development cooperation projects with national and international partner organizations. In close collaboration with local partners, we enable people to break out of hunger and poverty sustainably, with measurable impact, and with integrity and accountability.

WHH pursues a dual mandate to ensure our actions meet the needs of our target groups: providing programs for short-term disaster relief as well as long-term development. To achieve [sustainable food and nutrition security](#) among the most vulnerable, these programs link our key focus areas interrelated with hunger – [agriculture and environment](#); [water, sanitation and hygiene](#) (WASH); [economic development](#); [humanitarian assistance](#); [climate change](#); and [civil society and advocacy](#). [Innovation](#) helps to scale the impact.

We are currently looking for one Deputy Head of Project for the Myanmar Country Programme. The position will be based in Pyapon and requires frequent travel to project locations.

Job Description: Deputy Head of Project (SG 07)

I. Job Details

Department: Programmes

Country / Location: Pyapon (frequent field visits required)

FundsPro Cost Allocation: THRIVE – Transforming Household Resilience through Inclusive Value Chains and Ecosystems

Job Name: Deputy Head of Project (m/f/d)

Title of Job Holder: Deputy Head of Project

Salary Group: SG 07

Immediate Superior (in disciplinary matters): Head of Project

Subordinate Position(s): Project Staff

No. of position: 1

Representation: To be decided on relevant occasions

Is represented by: To be decided in case of absence

Contract Period: 1 year contract with possible extension

Project Duration: 44 months

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The Deputy Head of Project supports the Head of Project in their functions and acts as their representative in accordance with Welthungerhilfe quality standards and regulations.

The aims of the job are to manage and implement projects based on specified directives in terms of content, schedule and budget. The project is carried out in accordance with Welthungerhilfe standards and the directives/provisions of the co-financer.

The Deputy Head of Project is responsible for the operative implementation of the project(s) and the appropriate use of funds in close coordination with the responsible Head of Project. He/she is responsible for coordination, planning and implementation, correctly and duly reporting to Welthungerhilfe's Country Office.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

- In Supports the Head of Project in Development and Management of the project(s)
- Carries out the project according to the rules and standards of the co-financing funders and Welthungerhilfe standards for the implementation of projects
- Ensures that all project relevant support is in place (monitoring, logistics, finance administration, etc.)
- Is responsible for modifying and continuing project planning and the project budget
- Establishes good working relationships with donors and other stakeholders in-country for emergency, rehabilitation and development programs in coordination with the Country Office
- Reports to the Head of Project on the progress of the project(s) and all risks associated with the project work
- Manages staff according to WHH leadership principles, staff policies and WHH strategy
- Recruitment of staff
- Responsible for project office management (in case this is delegated to him/her)
- Ensures implementation of WHH policies
- Is responsible for the establishment and adherence to the projects' security management system in accordance to the global security policy / guidelines of Welthungerhilfe

2.2 Duties without own area of responsibility

- Represents WHH in-country/ in project(s) region vis-à-vis selected relevant national and international stakeholders and partners in coordination with country office
- Marketing, public relations and local image management

- Accompanies visiting donors and WHH Head Office staff journalists/or appoints adequate representation
- Fulfilment of any other tasks which are assigned by the management and correspond in general with the character of this position

2.3 Specific activities and duties of the position / Position specific qualifications

In addition to the duties defined in the WHH global standard Job Description for Deputy Head of Project, the position has the following project-specific responsibilities for the THRIVE Action: The Pyapon-based role is operational and field-facing, with accountability for WHH delivery across Pyapon, Bogale and Kyaiklat. The position reports directly to the Head of Project and coordinates closely with the Yangon-based Deputy.

Field leadership and planning

- Act as the field-based D-HoP for WHH THRIVE implementation in Pyapon, Bogale and Kyaiklat townships, with primary responsibility for translating approved project plans into timely, coordinated and quality field implementation under the overall direction of the Head of Project, ensuring that the required programme, technical, staffing, operational and support arrangements are in place for effective delivery.
- Lead the preparation, consolidation and day-to-day follow-up of detailed township implementation plans, monthly activity schedules and field deployment plans for WHH-led activities across the three townships, ensuring alignment with approved workplans, targets, budgets and technical guidance. Manage routine field scheduling and staff deployment within delegated authority, coordinating technical support needs with the Yangon-based Deputy.

People and Resource Management

- Provide direct line management to designated WHH field implementation staff across Pyapon, Bogale and Kyaiklat, including regular task planning, progress review, coaching, performance feedback and follow-up to ensure staff responsibilities and field deliverables are completed on time and to the required quality.

Consortium and programme coordination

- Coordinate field-level implementation with consortium partners' teams and WHH technical specialists as required across the three townships, ensuring appropriate activity sequencing, geographic coverage, coordinated participant selection and outreach, application of approved technical approaches and standards, and timely resolution of implementation challenges.
- Resolve routine field operational issues within delegated authority; refer technical standards and cross-partner coordination issues to the Yangon-based Deputy, and significant budget, scope, contractual, staffing or unresolved management issues to the Head of Project.

Implementation quality and results

- Work closely with the WHH MEAL Specialist and field MEAL staff to ensure beneficiary registration and verification, activity documentation, output and indicator tracking, monitoring data, feedback and complaint mechanisms, and supporting documentation from Pyapon,

Bogale and Kyaiklat are complete, accurate, timely and consistent with project MEAL requirements. Apply project MEAL tools and standards led by the MEAL Specialist.

- Conduct regular field visits to project villages and activity sites to verify implementation quality, technical compliance and progress against targets; document findings and ensure timely follow-up of agreed corrective actions with responsible staff and partners.
- Ensure safeguarding, accountability, disability, gender and age inclusion, conflict sensitivity and do-no-harm are applied during field implementation. Report safeguarding and security incidents promptly through the designated WHH protocols.
- Monitor access constraints, seasonal and climate conditions, security/context changes, market conditions and other field-level risks that may affect implementation; make practical adjustments to schedules and delivery arrangements within delegated authority and promptly escalate issues requiring management decisions.

Reporting, learning and external coordination

- Consolidate concise and regular field implementation updates from Pyapon, Bogale and Kyaiklat covering progress against plans and targets, operational constraints, risks and corrective actions, and submit them to the Head of Project. Agree technical support and follow-up with the Yangon-based Deputy.
- Maintain regular operational coordination with relevant township and community stakeholders, producer organizations, MSMEs, CSOs, financial service providers and value-chain actors required for effective implementation, within WHH access and engagement protocols.

III. Job requirements

1. Knowledge/ Qualifications

1.1 Professional/ formal qualification

University degree (Bachelor's or Master's) in Development Studies, Agriculture, Economics, Project Management, Social Sciences, or another relevant field.

1.2 Job-related professional experience

Minimum 3 years of relevant professional experience in humanitarian and/or development cooperation, including substantial experience in project or programme management. Demonstrated experience in managing complex, multi-partner or consortium projects, including team leadership, partner coordination, financial oversight, donor compliance, monitoring and reporting.

1.3 Foreign language skills

Excellent command of English, both written and spoken. Fluency in Myanmar language is required. Ability to communicate effectively with diverse national and international stakeholders

1.4 Miscellaneous

Willingness and ability to undertake frequent travel to project locations. Ability to work effectively in a complex and changing operational environment.

2. Social skills

2.1 Social skills

Strong interpersonal, communication and stakeholder-management skills, with the ability to build constructive working relationships with project staff, consortium partners, communities, local authorities, private-sector actors and other relevant stakeholders.

2.2 Capacity for teamwork

Demonstrated ability to lead and work effectively within multidisciplinary and multicultural teams, promote collaboration, manage differing priorities and support constructive problem-solving.

2.3 Intercultural competence

Strong intercultural sensitivity and demonstrated ability to work respectfully and effectively with people from diverse cultural, institutional and professional backgrounds.

3. Disciplinary Leadership of staff

Disciplinary leadership of designated WHH field implementation staff in accordance with the approved project organizational structure and delegated management responsibilities, including staff supervision, task planning, coaching and performance management.

4. Responsibility

Largely independent performance of tasks within a defined scope of responsibility and delegated decision-making authority. Responsible for coordinating and supervising WHH field implementation across Pyapon, Bogale and Kyaiklat townships, ensuring timely and quality delivery of project activities, effective staff deployment and operational coordination. Technical and cross-partner coordination matters requiring higher-level decisions shall be referred to the Yangon-based Deputy Head of Project, while strategic, contractual, financial and staffing decisions beyond delegated authority shall be referred to the Head of Project.

Please send your application by email to:

 hr.mmr@welthungerhilfe.de

 Application deadline: 22 October (Thursday) COB

Please note that only shortlisted candidates will be contacted for an interview. Welthungerhilfe is an equal opportunity employer and encourages applications from qualified individuals, regardless of gender, ethnicity, or background.

Applications will be reviewed on a rolling basis, and interviews will be conducted accordingly.