

Lin Latt Women Vacancy Announcement

Lin Latt Women Organization is a dynamic and dedicated Civil Society Organization committed to making a positive impact on the lives of vulnerable communities in Northern Shan State, Myanmar. We are currently seeking a motivated and skilled Program Manager to join our team and play a key role in implementing our projects.

| | |
|-----------------------------|---|
| Project Title | Protection Officer |
| Organization | Lin Latt Women Organization |
| Report To | Project Coordinator |
| Location | Lashio, Northern Shan State |
| Type of Contract | extension may be possible based on the performance |
| Application Deadline | 2 May 2024 |

Overall Objectives (scope)

Under the direct supervision of Project Coordinator, Protection officer is responsible to oversee day to day implementation of Protection programme in Lashio, and ensure to provide technical assistance and strengthening of programme implementers.

Duties and Responsibilities

- Implement quality project activities according to the project proposal, budget, and approved work plans.
- Provide technical support and guidance for the implementation of Protection activities as they relate to women and children, with a focus on vulnerable communities.
- Provide technical input to program designs, conduct rapid needs assessments and analysis together with teams and program implementers.
- Ensure good coordination with local authorities, beneficiaries, and community leaders.
- Be responsible for providing Protection-related training and capacity building to teams, program implementers, and beneficiaries in targeted areas.
- Develop project work plans together with the Project Coordinator to ensure effective delivery of project implementation.
- Support the Project Coordinator in developing project proposals, budgets, and narrative reports.

- Conduct monitoring and evaluation of project activities on a regular basis and provide reports to the Project Coordinator.
- Collect and store project data and records responsibly, and prepare and submit monthly work plans and reports to the Project Coordinator.
- Collaborate with internal teams and external partners to coordinate project resources and activities effectively.
- Stay informed about relevant trends, policies, and best practices in the field and incorporates them into project design and implementation.
- Perform any other related duties assigned by the supervisor.

Requirements and Qualifications

- Bachelor's degree in a relevant field.
- At least 2 years of experience in Protection activities, preferably in the CSO/NGO sector.
- Strong knowledge of Protection.
- Knowledge of local context.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication skills, interpersonal skills, problem solving skills, creativity and flexibility.
- Proficiency in project management tools and Microsoft Office Suite.
- Knowledge of donor regulations and reporting requirements.
- Fluency in English and Burmese; knowledge of local languages is a plus.
- Report writing skills in English.
- Commitment to the organization's values and missions.

How to Apply

Interested candidates should submit the following documents to htangrand@gmail.com and

CC: hr.linlattwomen@gmail.com and programcoordinatorlw@gmail.com **no later than 2 May 2024, 5:00pm (Myanmar Time)**

1. A **cover letter** outlining their qualifications and motivation for applying.
2. A detailed **resume/CV**.
3. Contact information for at least two references.

Please include "**Protection Officer Application**" in the email subject line.

Lin Latt Women Organization thanks all applicants for their interest but regrets that only shortlisted candidates will be contacted.