

Vacancy Announcement

WASH Officer (m/f/d)

Following the recent major earthquake affecting multiple regions in Myanmar—including Nay Pyi Taw, Sagaing, Mandalay, and Southern Shan, our organization initiated a multi-sectoral emergency response to address the urgent needs of displaced and affected populations. To ensure efficient implementation, coordination, and oversight of this response, the organization is recruiting a **WASH Officer** to work on the oversees of the humanitarian in WASH activities.

Purpose of the Position:

To Responsible person who oversees the WASH and construction activities carried out within the framework of this project.

Position Details:

Number of Positions	: 1 post
Department	: Program Department
Duty Station	: Mandalay, Myanmar (Frequent travel to EQ affected areas)
Contract Duration	: 1 Year (with possibility of extension based on funding and needs)
Reports to	: WASH Manager
Supervision	: N/A
Closing Date	: 7 th May 2025

The **WASH Officer** will be responsible for the following tasks under the supervision of the WASH Manager.

Key Responsibilities:

1. Program management

- Assists WASH Manager in and the detailed planning and implementation of work plans of WASH activities i.e., elaborate monthly/weekly work plans.
- Leads assessments; analyses and reports the needs and provides clear and detailed recommendations for intervention.
- Together with his/her colleague from other sectors develops appropriate targeting criteria and mechanisms to ensure the needs of identified vulnerable groups are met.
- Develops the technical designs related to WASH and ensures implementation to a high standard.
- Plans, implements, and supervises the WASH activities carried out within the framework of this project by conducting and documenting regular field visits.

- Guides and supervises staff by identifying training needs of the respective staffs and provides on the job training.
- Takes a leading role in community mobilizations related to the WASH sector in close collaboration with the colleagues from other sectors.
- Ensures to inform relevant information, any difficulties and challenges to Project Manager and share with all team members for better ways forward.
- Maintains confidentiality regarding all information registered.
- Plans timely the procurement of resources through the Organization logistic and administrative procedures.
- Is accountable about utilizing the project's resources and materials.

2. Monitoring and Evaluation

- Coordinates and monitors the activities and progress of the WASH sector and field staff implementing the project.
- Keeps all the appropriate documents and information by accurate recording and reporting.
- Ensure to update the planned activities and output figures according to achievement of implementation.
- Evaluate the data and information in time and report to supervisor.
- Regular supportive supervision visits to the communities
- To support elaboration of monthly report, including statistics, analysis, and recommendations.
- Make regular back-ups of all data worked and ensure that all data entry team is fully acknowledging the correct procedures for data entry.
- Elaborates timely field visit report to inform about evolution, performance of the construction activities.

3. Coordination

- Coordinates with supporting units (logistics, admin, finance, HR)
- Coordinates with other team leaders and team members (WASH and Construction Team, Community Mobilization & Education Team and FSLN Teams) for work plan of field activities.
- Establish good coordination and collaboration with other agencies and stakeholders (MOH, Ministry of Livestock, DRD, Na Ta La, EHOs, CSOs, etc.)
- Establishes a good relationship with the members of the community and local functionaries (Community leaders, Teachers, BHS, others)
- Coordinates daily implementation duties with local key community members.

4. General

- Attend training and meetings provided by MI, partner organizations and other relevant stakeholders.
- Adhere to Organization International rules and regulations.
- Committee to actively participate in the supervision of the construction activities.
Carry out any relevant additional tasks as assigned by WASH Manager

5. Required Qualifications and Experience:

- AGTI (Civil), B.E (Civil) with relevant focus on rural infrastructure
- 3-5 years experiences with rural construction work including wells, water supply systems, RWTC, construction of buildings etcetera.
- Excellent understanding of 4 cleans and transmission routes for bacteria and parasites linked to water, sanitation, and hygiene issues.
- Previous working experience with community work through INGO, CBO, LINGO or similar.
- Knowledge of how to use standard Water Testing Kit for quality control of water sources.
- Previous experience and familiarity with hygiene/sanitation approaches like PHAST or CLTS.
- Proven skills with computer software used for technical drawings, like AutoCAD, or similar.
- Strong integrity and transparency in all work.
- Fluency (4 skills) in Myanmar Language.
- Able to communicate verbally in English.
- Proven basic skills in operating computer and common applications like MS Word, Excel.
- Being able to work in unstable environments.
- Willingness to work in unstable environments.
- Teamwork (ability to work with multicultural and multidisciplinary team; bear in mind other priorities)
- Ability to work under basic conditions and to cope with stress.
- Communication skills (capacity to listen and communicate in an effective, specific, positive way)
- Able to accurately note down observations in order to report back to the Line Manager and create basic data and narrative brief reports.
- Flexibility (capacity to adjust to changes, willing to go beyond her/his job profile if needed)
- Initiative-taking and good humoured.
- Must be a citizen of Myanmar.

Safeguarding and Code of Conduct:

The WASH Officer is expected to uphold organization policies on Safeguarding, Child Protection, Prevention of Sexual Exploitation and Abuse (PSEA), and the Humanitarian Code of Conduct, ensuring a safe and respectful work environment for staff and affected communities.

How to Apply: If you are interested in this position, please submit your comprehensive application (CV, cover letter, copies of educational certificates, and three professional references) to hrrecruitmentss2025@gmail.com with the subject line “**WASH Officer**, Yangon, Country Office.”