



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVR202626

WASH Assistant (Software)

Sittwe (1 Post)

Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

GENERAL ASSIGNMENT:

Assist Community Health & Nutrition Program Manager. Provide nutrition technical support to the implementation partners, monitor and supervise the implementation of nutrition program activities in the communities. Representation and active participation in township sectorial coordination and Liaise with government at township level as required. Participate to ACF advocacy strategy implementation.

TASKS & RESPONSIBILITIES

Objective 1: Introduce the DRR and WASH programmes to the assigned intervention area and develop a comprehensive community profile in line with agreed tools and implementation approach

- Coordinate with relevant stakeholders and collect information for the baseline survey (e.g. Knowledge, Attitudes and Practices) and contribute to data analysis and report writing.
- Organize introductory community-level activities such as mass meetings, inception workshops, mapping and capacity assessment of community-based organizations and other important stakeholders, and volunteer selection process.
- Organize the participatory Community Risk Assessment process and ensure proper documentation and dissemination of results in coordination and collaboration with local authorities and communities.

Objective 2: Conduct community-level DRR and WASH activities

- Establish and maintain good coordination and working relationship with local authorities, community members and other relevant stakeholders in the concerned intervention area.
- Conduct orientation and sensitization workshops, and trainings for community-level structures (e.g. volunteers/fellows, disaster management committees (DMCs), and task forces (TF)) in collaboration with local authorities and technical partners.



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- Identify needs and provide support in a proactive manner for the formation and strengthening of volunteers/fellows, DMCs, and TF.
- Conduct planning activities for the formulation, sharing, and validation of Risk Reduction Action Plans, and Evacuation and Preparedness Plans based on the results of the Community Risk Assessment.
- Conduct regular coordination meetings of volunteers/fellows, DMCs, and TF, and ensure adequate representation and participation of women, elderly, children, and persons with disabilities (PWD) in coordination and collaboration with local authorities and communities.
- Conduct simulation exercises and updating of Risk Reduction Action Plans, and Evacuation and Preparedness Plans based on the results of the activity in coordination and collaboration with DMCs and TF.
- Coordinate and monitor the participatory identification, planning, implementation and monitoring of small-scale mitigation activities in coordination with local authorities, DMCs, and technical staff (i.e. Civil Engineer).
- Coordinate with DMCs and technical partners on the provision of relevant kits/equipment to communities, and establishment of feasible maintenance measures.
- Implement awareness-raising and information, education, and communication (IEC) activities.
- Provide inputs and contribute to the development and implementation of the sustainability strategy.

Objective 3: Facilitate and Train Water Management Committees

- Mobilize the target communities to form water management committees. Including facilitate formation meetings and the selection process of the WMC.
- Train WMC's on water plans and technical skills and facilitate community water plans including selection of options, creating construction and maintenance budgets, revenue generation plans, maintenance plans.
- Meet regularly to monitor progress, give guidance, and monitor construction of infrastructure with the guidance of technical staff.
- Monitor target community's contributions to water plans and provide guidance.

Objective 4: Contribute to project management requirements

- Contribute to the development of quarterly and monthly work plans, including activity database, budget requirements, in line with the overall work plan, budget and defined targets.
- Participate in capacity-building activities for the DRR team at field and consortium levels, when necessary.
- Contribute to the implementation of the monitoring and evaluation system.
- Conduct regular field monitoring and ensure proper feedback mechanism among the key stakeholders including local authorities, communities and other partners.
- Provide proactive of issues and gaps, including staff and contextual concerns, propose feasible solutions, and implement recommendations.
- Ensure high quality and timeliness of development and submission of programme internal and external reports and other pertinent documentation.



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- Provide support and inputs to the development of internal and external document requirements when necessary.
- Help with translation work when necessary.
- Assist in water quality testing and water quality monitoring in the project areas.
- Assist any tasks assigned from supervisor/manager project requirements if needed.

Demonstrate a proactive personal and professional commitment to Protection, Gender, and Inclusion (PGI) and the Core Humanitarian Standards (CHS). The employee is accountable for promoting safe, dignified, and inclusive actions, ensuring specific attention to gender equality, disability inclusion, and the protection of vulnerable groups across all responsibilities, in adherence to Action Contre La Faim's PGI and safeguarding policies.

DEGREE AND SKILLS REQUIRED

- Basic education (at least high school diploma) or equivalent training/experience in community development.
- 0–2 years of work experience in WASH/DRR, development, or humanitarian projects.
- Knowledge of DRR issues and tools, and work experience in the intervention area are advantages.
- Good community organizing, training, interpersonal, and coordination skills, with high flexibility.
- Strong written and verbal communication skills, including proficiency in the local language; English communication skills are an advantage.
- Demonstrated ability to work under pressure, maintain a positive attitude, and a strong motivation to be in the intervention area.
- Personal commitment to promoting Gender Equality and willingness to comply with organization policies in a conflict context.

HOW TO APPLY

If you feel confident for this position, please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked) and the final clearance from your previous employer.

To:

ACF Sittwe Office: No-39, Pyihtaungsu Road, Pyitawthar Ward, North Sanpya Quarter, Sittwe Township, Rakhine State.

Via an email: recruitment@mm-actioncontrelafaim.org

***** Applicants must mention duty station and vacancy number exactly in email Subject for which location they are applying for. (Example; JVR202626_Sittwe) *****

CLOSING OF APPLICATION: 9th October 2026, Friday



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- Only CV, Cover Letter, and highest educational certificate need to be submitted. Other supporting documents are not required at this stage of the application process.
- Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.