



**OXFAM IS A GLOBAL MOVEMENT OF PEOPLE WORKING
TOGETHER TO END THE INJUSTICE OF POVERTY.**

Programme Officer (Re-advertisement)

Employment Term: Fixed Term (Until 30 June 2027)
Level: National, D1
Location: Myitkyina, Myanmar
Closing Date: 14th October 2026

"This position is opened to National Applicants only."

Early application is encouraged as the recruitment process will be done on a rolling basis and Oxfam reserves the right to appoint a suitable candidate as soon as they are identified.

The Role:

Oxfam is looking for **Programme Officer**.

Job Purpose:

The Local-Led Emergency Response programme aims to strengthen access to protection, basic food, and other essential humanitarian assistance for vulnerable populations through locally led responses. The Programme Officer will support project implementation with local partners, including capacity strengthening, grant management, coordination, and emergency response delivery, while ensuring programme quality, accountability, and compliance with humanitarian standards. The role will also represent Oxfam in humanitarian coordination platforms and contribute to monitoring, learning, and partner-led response effectiveness across targeted areas in Myanmar.

This Role Report To: Senior Programme Manager
(Matrix management by Programme Manager-Myitkyina)
Staff Reporting to this Post: NA

Key Responsibilities: Technical, Leadership, People and Resource Management

Programme Leadership and Management (Local-Led Rapid Emergency Response)

- Lead and coordinate project implementation with local partners, ensuring activities are delivered according to approved workplans, budgets, technical standards, humanitarian principles, and donor requirements.



- Manage project planning, budgeting, reporting, audits, and evaluations, including workplan development, budget monitoring, donor reporting, audit follow-up, and implementation of recommendations and lessons learned.
- Provide technical and operational support to emergency response programmes in other geographical areas and contribute to the expansion and implementation of RRM approaches when required.
- Monitor project performance and risk management, proactively identifying implementation challenges, developing corrective actions, and supporting partners to address operational, programmatic, and compliance issues.

Programme Design and Coordination

- Represent Oxfam and engage with humanitarian coordination mechanisms at township, state, and national levels, maintaining effective relationships with local partners, authorities, UN agencies, INGOs, and relevant stakeholders.
- Actively participate in Cash and Market Working Group (CMWG), and other relevant humanitarian coordination platforms in Kachin, contributing information, analysis, and programmatic learning to support collective response efforts.
- Monitor and analyse the evolving humanitarian context, including displacement trends, access constraints, market conditions, safety and security developments, and emerging humanitarian needs, and provide regular updates to inform programme decision-making.

Humanitarian Capacity Building of Partners and Staff

- Coordinate and facilitate partner capacity development initiatives, including capacity assessments, coaching, mentoring, training, and implementation of capacity investment plans.
- Organise and facilitate learning events, trainings, and workshops to strengthen humanitarian response capacities and promote localisation commitments.

Monitoring, Evaluation, Accountability and Learning (MEAL)

- Support implementation of MEAL systems and frameworks, including MEL planning, tracking, monitoring, accountability mechanisms, data management, and documentation of project results and learning.
- Ensure quality programming, compliance, and learning, maintaining adherence to donor obligations, promoting accountability, facilitating reflection and learning processes, and ensuring timely, high-quality reporting.

Safety and Security

- Complying with all security policies, procedures, directions, instructions, regulations or plans.
- Taking care of their own safety and security.
- Actively contributing to the development and maintenance of security management policy and procedures.

Safeguarding

- Ensure adherence to safeguarding policies by protecting the safety and dignity of all individuals.
- Ensure completing all annual core compliance courses.
- Must report any concerns or witness or suspect any behaviour that could be in breach of the one Oxfam safeguarding policies (PSEA, Child Safeguarding etc) or Oxfam Code of Conduct.



Other

- Eager and required to adhere to Oxfam's principles and values as well as the promotion of gender justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
- In case of emergency response, perform assigned tasks to contribute to an efficient and timely emergency response activities.

For more information regarding the position, please have a look at the Job Profile [here](#).

What we are looking for:

ESSENTIAL

- **Self-Awareness**
- **Humility**
- **Mutual accountability**
- **Relationship building**

In addition:

- University degree in Social Sciences, Development Studies, Management, Humanitarian Affairs or a related field.
- Minimum 3 years' experience in humanitarian response, disaster management, resilience, or development programming, preferably in partnership-based approaches.
- Demonstrated experience in project implementation, budget management, grant administration, donor compliance, reporting, and monitoring of programme performance.
- Proven ability to work effectively with local partners, including conducting capacity assessments, facilitating training and coaching, and supporting partner-led programme implementation.
- Strong understanding of humanitarian principles, standards, and localisation approaches, with experience engaging in humanitarian coordination mechanisms, including inter-agency forums, Cash Working Groups, Market Working Groups, and relevant stakeholder networks.
- Experience in applying participatory approaches, monitoring and evaluation systems, accountability mechanisms, and learning processes to improve programme quality and impact.
- Strong facilitation, interpersonal, communication, and influencing skills, with the ability to build effective working relationships across teams, partners, communities, government stakeholders, and humanitarian actors.
- Excellent written and spoken Myanmar and English language skills, with proficiency in Microsoft Office applications.
- Strong analytical and organisational skills with the ability to manage competing priorities, solve problems, and work effectively in complex and rapidly changing environments.
- Demonstrated commitment to humanitarian principles, gender equity, diversity, inclusion, and Oxfam's leadership practices, particularly Self-Awareness, Mutual Accountability, Agility, and Influencing.
- Willingness to travel regularly to project locations and work flexibly during emergency response periods.



Desirable

- Strong experiences in humanitarian response works (Conflict & disaster).
- Experience and knowledge of emergency grant management/partner contracts/agreements.
- Strong finance and operation background.
- A good understanding of the humanitarian context in Myanmar.
- Strong experience in working with partnership and localization agenda.
- Experience and understanding of working within SPHERE, CoC, humanitarian principle, NGO/Red Cross Code of Conduct and accountability frameworks like HAP.

What we offer:

Oxfam aims to recruit and retain diverse, passionate people who have the necessary skills, knowledge and commitment to meet our vision. We offer a competitive salary and a range of additional benefits to staff including flexible working options, generous pension scheme, annual leave, additional leave allowances, company sick pay, life assurance and a range of other benefits.

Find out more about our pay & benefits, please click [here](#)

How to apply:

To apply for this position please visit the following link;

<https://jobs.oxfam.org.uk/jobs/vacancy/25121/description> no later than **14th October 2026, 5:00PM**
(Myanmar Time)

Our values and commitment to safeguarding:

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our [values](#) are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

Note to candidates: Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct [here](#).



About Us

Oxfam is a global community of people who believe in a kinder and radically better world, where everyone has power to thrive not just survive. We believe we can overcome poverty by tackling inequalities that fuel it. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

Oxfam GB is a member of [international confederation](#) of 21 organizations working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 80 countries. Oxfam in Myanmar is the branch of Oxfam GB.

Only short-listed candidates will be notified.