Terms of Reference for Project Assistant

Position: Project Assistant

Report to: Project Officer

Location: Preferably in Sagaing Region, Myanmar

Assignment Type: Full-time position

Language: Burmese (and preferably English)

Duration: Six months with possible extension

Closing date for application: Until the position is fulfilled

Joining date: ASAP

ABOUT THE ORGANIZATION

The recruiting organization is a leading human rights organization dedicated to ending discrimination against LGBTQ individuals in Myanmar. It works to foster inclusion and respect for diversity by promoting a shared understanding of the dignity and rights of LGBTQ people.

Adopting a multifaceted programmatic approach, the organization's work spans across:

- Human rights and SOGIESC trainings,
- Community engagement and awareness-raising events,
- Coordination and networking among civil society actors,
- Regional and international advocacy,
- Humanitarian response, livelihood support, and
- Research and multimedia production.

The organization is currently seeking a motivated and enthusiastic individual to join the E-CROP (Enhancing Community Resilience to Overcome Poverty) project team as a Project Assistant. This is a full-time position reporting to the Project Officer, and working closely with the Livelihood Specialist, local CSO representatives, community facilitators, and community members. The ideal candidate will preferably be based in Sagaing, Myanmar.

ABOUT E-CROP

E-CROP (Enhancing Community Resilience to Overcome Poverty) is a community-centered project focused on strengthening livelihood capacities in seven townships of the Sagaing Region. The project seeks to improve local food availability and food security, enhance access to diverse income-generating opportunities, and build community resilience through a locally led social protection system operated by capacitated CSOs and community groups.

Project interventions are designed to:

- Support food production and sustainable income generation initiatives,
- Address humanitarian gaps while promoting long-term livelihood development,
- Integrate gender-responsive and inclusive strategies, and
- Mitigate vulnerabilities such as mine risks and gender-based violence (GBV).

The project employs two core implementation approaches:

1. Direct implementation by the organization to ensure quality and oversight of key activities, and
2. Sub-granting to local CSOs, enabling grassroots actors to lead community engagement and deliver tailored livelihood support.

Capacity-building efforts are embedded throughout the project to ensure meaningful and inclusive participation of women and LGBTQ individuals in all aspects of community development and decision-making.

JOB DESCRIPTION

The E-CROP Project team is seeking a dynamic and committed Project Assistant to support the effective implementation of the E-CROP project. This position plays a key role in supporting, coordinating, and mobilizing local CSOs and community facilitators to ensure that project activities are delivered in a timely, inclusive, and effective manner in accordance with the approved work plan.

The Project Assistant will assist in organizing and facilitating hands-on training for local communities, led by CSOs, under the guidance of the Project Officer. The role also includes providing support with financial documentation and reporting, as well as collaborating with community facilitators to monitor the implementation of project activities by CSOs and ensure timely data collection and reporting to the MEL Officer.

Under the supervision of the Project Officer and with technical guidance from the Livelihood Specialist, the Project Assistant will contribute to strengthening the capacity of CSOs in key thematic areas, including:

- Livelihood development (agriculture, livestock, income generation),
- Emergency response, and
- Rehabilitation initiatives.

KEY RESPONSIBILITIES

Coordination and facilitation 50%

- Coordinate effectively with local CSOs, CBOs, and community facilitators to strengthen community-led livelihood activities in the Sagaing Region under the E-CROP project.

- Represent the project by participating in meetings, workshops, and field events; collaborate with partners to organize activities and deliver capacity development trainings.
- Work closely with community facilitators to ensure field-level activities are implemented in line with the project work plan.
- Mobilize and engage local communities to enhance their participation and ownership of project activities.
- Identify implementation challenges and potential risks within the community and collaborate with the E-CROP team to propose adaptive strategies and improvements.

Reporting 20%

- Support timely submission of activity progress reports and financial documentation from CSOs and field teams.
- Assist the Project Finance Officer in verifying supporting documents (including soft copies), maintaining inventory records, and tracking CSO compliance to ensure accurate and timely reporting.
- Collaborate with the MEL Officer on planning monitoring activities, data entry, and updating progress records.

Day-to-Day Organization Activities 15%

- Participate in regular team meetings and organizational planning sessions.
- Assist in responding to queries or clarifications from CSOs and community facilitators regarding project implementation.
- Provide basic support in financial documentation and coordinate with the Finance Officer on finance-related matters.

Other Duties: 5%

- Undertake any other organizational tasks that may be assigned from time to time.

COMPETENCIES

- Strong written and verbal communication skills in Burmese; basic proficiency in English.
- Proven ability to work effectively under pressure, meet deadlines, and deliver results.
- Excellent interpersonal skills, with a demonstrated capacity for collaboration and maturity.
- Strong sensitivity to SOGIESC and ethnic diversity, with a commitment to inclusive and respectful practices.
- Ability to foster open, effective communication within teams and communities.
- Self-motivated and capable of working independently while contributing to a collaborative team environment.

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's degree in a relevant field such as finance, development studies, social sciences, or a related discipline.
- Minimum of one (1) year experience in sub-grant management, cash-based programming, financial coordination, or project support, preferably in the area of livelihood development.
- Proficiency in Microsoft Office applications (Excel, Word, PowerPoint).
- Experience in data collection, surveys, and data entry.
- Strong communication and reporting skills.
- Ability to mobilize communities for data collection and engagement.
- Comfortable working in a diverse and inclusive team; approachable and supportive.
- Willingness to travel to field sites or remote areas, when security and conditions allow.
- Knowledge or experience in gender and human rights, particularly in promoting gender equality, women's and LGBTQ+ empowerment, and SOGIESC inclusion.

HOW TO APPLY

Interested candidates who meet the above requirements are encouraged to submit their application to trustecrop@gmail.com with a cover letter, CV detailing experience and qualifications, and two referees (name/title/contact details) **not later than 20th June 2025**. Applications will be treated with confidentiality. Only shortlisted candidates will be contacted. Reference and background checks will be performed for successful candidates.

The organization is committed to equal employment opportunity for all based on demonstrated ability and competences, regardless of race, sex, gender, religion, national and/or ethnic origin, disability, age, sexual orientation, gender identity or other grounds.

LGBTQ candidates and women are strongly encouraged to apply.