



## (Vacancy Announcement)

**Technical Officer (Disability Inclusion) - 1 Position**

**Job Level – (H.1)**

**Duty station – Yangon**

**Duration : 12 Months - further extension conditional upon funding**

**VA :2025-HI-012**

### **Organization:**

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid. HI works to meet the needs and defend the rights of children, women, and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide. Our work has benefited several million people.

### **Humanity and Inclusion in Myanmar**

In Myanmar the first operations date back to 2008, following cyclone Nargis. The emergency response program closed at the end of the response operations. In 2013, HI reinstalled an intervention program, and focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

### **HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:**

- **Emergency Response** – Basic Needs and Inclusive Humanitarian Action
- **Armed Violence Reduction** – EORE, Contamination Impact surveys and Victim Assistance Efforts
- **Inclusive Health** – Rehab, MHPSS, Early Childhood Development and Access to Services
- **Inclusive Preparedness** – Disaster Risk Reduction and Logistics Analysis
- **Inclusive Opportunities** – Inclusive Education and Inclusive Livelihoods

In 2024, the HI Myanmar / Thailand program will be integrated into the HI Southeast Asia program, gathering Cambodia, Lao, Vietnam and the Philippines.

For more information on the organization, please see:

- Humanity and Inclusion website: <https://www.hi.org/en/index>
- the online presentation of the organization: <https://www.youtube.com/watch?v=3p2OWI6T3AY&t=127s>
- Follow us on Facebook: <https://www.facebook.com/HIMyTh/>

**Humanity & Inclusion encourages qualified people with disabilities or chronic illness and women to apply. We commit advancing inclusive workplace to remove barriers and to the full and equal participation in the workforce. We commit to provide equal employment opportunities, reasonable**

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**accommodation in workplace to all employees and qualified applicants, regardless of Nationality, gender, religious and ethnic backgrounds, including people with disabilities.**

### **Main objective of the position:**

Under the responsibility of the Project Manager, the Technical Officer-Disability Inclusion contributes to the implementation of HI mandate and ten-year strategy in Myanmar. He/she contributes to the implementation of projects by providing technical expertise and by ensuring that the quality and impact of the project(s) concerned are optimized. The Technical Officer works in close collaboration with the program's technical team.

### **Missions / Responsibilities**

#### **Mission 1: Providing guidance and technical support to projects in accordance with the technical frameworks and general standards related to Inclusive Humanitarian Action and Disability Inclusion**

- Provide appropriate technical guidance and support to project leaders and technical team.
- Ensure project(s) activities are implemented in accordance with internal quality and technical standards and propose adjustments or improvements as necessary.
- Adapt project tools as required, in accordance with global technical standards and norms.
- Contribute to the regular reporting of technical activities of its scope (collection and analysis of technical data collected) in conjunction with the project team and the MEAL team.
- Provide technical guidance on disability inclusion to internal project activities to ensure the project activities are implemented in accordance with internal quality and technical standards.
- Contribute to the develop and elaborate training, coaching and Information, Education and Communication material with the support of the technical unit and the regional inclusion specialist.
- Perform and analyse disaggregated data from an inclusion assessment (barriers and facilitators) to develop recommendations based on evidence influencing decision-makers and / or an action plan mainstreaming disability and inclusion.

#### **Mission 2: Providing project-based technical learning**

- Ensure global and field technical specialists get the information they need and collaborate with inclusion technical team as needed.
- Collect the elements necessary for capitalization exercises or scientific documentation.
- Contribute to technical learning under the responsibility of the specialist or project manager, based on best practices.
- Responsible for the technical learning of projects based on lessons learned and good practices
- Adjust activities to audit recommendations as appropriate.
- Implement recommendations to improve the technical quality of projects.
- Ensure the technical quality and relevance of project activities implemented within the area of Inclusive Humanitarian Action; conduct self-evaluation of their project and participate in evaluation cycles under the supervision of the project manager.
- Taking ownership of norms and standards anticipates and prepares for nexus adjustments.
- Propose research and study topics.
- Oversee data collection for research activities.
- Contribute to the terms of reference for evaluations.

#### **Mission 3: Contributing to the animation of the Inclusive Humanitarian Action Sector**

- Contribute to the technical training required in his or her field.
- Contribute to the skills upgrading plan for professionals in its sector and may be a third-party assessor.

- May contribute to the development of a local talent pool within his/her sector (conducts technical interviews of candidates and makes recommendations, identifies training and coaching needs).
- Assists in coordinating technical professional development and facilitating a community of practice, in collaboration with the technical division. Conducts technical trainings for staff as appropriate.
- Contribute to the design and collection of operational data to ensure adequate monitoring of activities or ad hoc data collection activities, and ensure appropriate measurement of project completion in disability inclusion and inclusive humanitarian action.
- Ensure that the appropriate data collection and management tools are in place and are used correctly on the project, in line with global standards.
- Collect and compile project-related data in the relevant database.
- Ensure that data processing is established and carried out in accordance with the rules and principles set by the MEAL team and by the technical unit of the sector of expertise.

#### **Mission 4: Contribute to ensure the technical influence of HI in relation to disability inclusion and Inclusive Humanitarian Action**

- Contribute to the outreach of HI expertise: can represent HI technical expertise by delegation in relevant local, regional and international networks and with local partners.
- Where appropriate, coordinate and collaborate with the project's technical partners as delegated by the Specialist or Project Manager.
- Relay and contribute to advocacy messages within its scope of work.
- Contribute to write new project content for the continuity or expansion of the project within its technical scope.
- Contribute to the writing of new proposals for new opportunities within its technical scope.

#### **Mission 5: Operational implementation**

- Ensure that activities are implemented and that resources are correctly allocated as authorized by the project manager,
  - Implement awareness-raising activities and lead trainings in relation to disability inclusion in the humanitarian sector
  - Implement activities related to disability inclusion mainstreaming in the humanitarian sector
- Ensure regular reporting of activities, and contribute to the internal and external reporting as requested by the project manager.
- Contribute to coordination with the local stakeholders and to monitoring the partnership relationship with the project partners.
- Ensure that project documents and information are properly archived.
- Contribute to project monitoring, specifically activity progress indicators and the expected outcomes.
- As authorized by the project manager, facilitate coordination meetings between the project teams and the support services located in the area when necessary.
- Ensure that the project teams and the support teams (shared and technical services, in particular) work well together in order to facilitate the implementation of the project in the country.

#### **Mission 6: Emergency Preparedness and Response Responsibilities**

- Contribute to the support or implementation of emergency preparedness actions of the program(s) and, during an emergency, adapts his/her work modality in order to contribute to an effective HI humanitarian response.

It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

*Due to the developing and volatile situation in Myanmar and emergency nature of the programmatic response, the position holder's responsibilities may evolve as per programmatic needs.*

Duty Station	: Yangon
Line Manager of the position holder for	: Project Manager
Position holder is Line Manager for	: N/A
Position holder is technical referent for	: N/A

## Required Qualifications

### Education

- Advanced University Degree or equivalent in Social Sciences, Human Rights, International Relations, or related field with a minimum of 3 years of relevant experience is required.
- Or a First-level medical or para-medical (e.g. occupational therapy, special education) related University degree (bachelor's degree or equivalent) with a minimum of 3 years of relevant experience may be accepted.

### Experience

- At least 2 years of experience in Program, Project Management or Support and Partner Liaison in INGO or UN Organization or Humanitarian Sector is required.
- At least 1 years' experience in disability inclusion, social inclusion, equality or related field is required.
- Previous work with organizations of persons with disabilities is a strong asset
- Strong analytical capabilities with the ability to manage tasks associated with the development of projects.
- Experience in providing related trainings or facilitator for partner staffs and beneficiary is preferable.
- Experience working closely in partnership with counterparts, international development agencies, non-governmental organizations, and other collaborators/ stakeholders would be highly advantage.
- Experience working in multidisciplinary team is highly preferable.

### Other skills:

- Strong interpersonal skills
- Ability to adapt to rapidly changing situation
- Good communication skills
- Collaboration and team work skills
- Proficiency with Microsoft office (word, excel, ppt)

### Language

- Good level in English and Myanmar languages, both in written and oral is required.

## HI SALARY RANGE SOCIAL BENEFITS:

Approximate Basic Salary: **(3,430,000 MMK to 4,074,840 MMK)**

Social and Other benefits: HI Medical Reimbursement, 13 months bonus, Seniority bonus, Public Holidays, Leave benefits (Annual leave, Sick leave, Maternity leave, Paternity leave), Monthly Medical Allowance + Travel allowance, Communication allowance per month.

HI is committed to protecting children and vulnerable adults from harm. All staffs are expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.

“HI is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, colour, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Qualified women are strongly encouraged to apply for this position.

The successful candidate will be required to complete a self-declaration form to help verify their suitability to work with children.

Send applications to: [recruitment@myanmar.hi.org](mailto:recruitment@myanmar.hi.org) (CV + cover letter).

Please write: “**VA: 2025-HI-012\_Technical Officer (Disability Inclusion) \_ Yangon**” in subject.

Deadline for the submission: **6<sup>th</sup> May 2025 (5:00 PM) MMT.**

Only shortlisted applicant will be contacted for a written test and interview. **Applicants may be contacted on a rolling basis before the closing date, it is encouraged to apply early.** After closing date, applications are not considered.

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HI is an organization that takes a Zero Tolerance stance on sexual exploitation, abuse, harassment and intimidation, fraud and corruption. The selected candidate must agree to adhere to and respect these policies which are available on this link: <https://hi.org/en/institutional-policies>

HI has also set up a rigorous, transparent and inclusive mechanism for the escalation and management of complaints. Any report can be sent confidentially and securely to this email <https://secure.ethicspoint.eu/domain/media/en/gui/105781/index.html>.