



(Vacancy Announcement)

Technical Officer (EORE) - 1 Position

Job Level – (H.1)

Duty station – Hpa An, Myanmar

Duration : 6 Months, until 31 Dec 2025

VA :2025-HI-029

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 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 program will be integrated into the HI Southeast Asia program, gathering Thailand, 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

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:

The Technical Officer (Explosive Ordnance Risk Education and Conflict Preparedness-EORE-CP) is based in Hpa-an and works under the supervision of the Operations Manager. The Technical Officer will work closely with the Project Supervisor and project officers to design, support and implement EORE and CP activities in different projects that include relevant activities. The Technical Officer may need to travel to various townships in Southeast.

The Technical Officer will design, organize and manage the EORE/CP activities in Southeast region, under multiple projects and grants. The Technical Officer will lead the EORE/CP technical work of HI in Myanmar, working across the three pillars of intervention in line with the HI global approach to EORE and CP. The Technical Officer will provide technical guidance and support to Partners, Project Officers and volunteers on EORE and CP service delivery. The Technical Officer will liaise with other stakeholders and contribute to the development of EORE and CP components for future project proposals.

Missions / Responsibilities

Mission 1: Providing specialized expertise in the form of policy guidance and technical support to projects, partners and/or programs in accordance with the technical frameworks and general standards of his/her sectoral or cross-cutting scope

- Provide appropriate technical guidance and support to project leaders, officers, partners and/or specialists.
- Performs technical activities or ensures that project(s) activities are implemented in accordance with internal quality and technical standards and suggests improvements as necessary.
- Adapt the project's technical documentation as required, in accordance with global technical standards.
- Coordinate and collaborate with the project's technical partners, as delegated by the specialist or project manager.
- Propose research and study topics, conduct research if necessary and supervise data collection.
- Contribute to the writing of new proposals for new opportunities within its technical scope.
- Produce policy guidance for the countries to participate to the design.
- Provide technical leadership to ensure strong support and coordination with project teams, donors and partners for planning and implementation of technical project activities
- Contribute to the development of new projects in Myanmar, through technical EORE/CP advice for context analysis, project design and identification of local partners;
- Ensure adequate support to multi-sector responses within projects;
- Remain overall responsible at the field level for the proper implementation of EORE/CP activities;
- Lead the development of the tools needed for implementing EORE activities and to their review and adjustment;
- Support Project Managers for purchase request and efficient distribution;
- Develop satisfaction survey tools, in coordination with Project Managers, MEAL Manager, and MEAL Officers;
- Provide inputs and technical recommendations to be used for future proposals for EORE;
- Contribute to recruitment of project officers and Community mobilizers, where relevant
- Build HI staff capacity to provide community services with high quality standards, in line with HI global approaches and standards.
- Train and support EORE community mobilizers level, monitoring the quality service by face-to-face support.

Mission 2: Providing project-based technical learning with a global impact

- Ensure Global and Field Technical Specialists get the information they need and collaborate with technical divisions as needed.
- Coordinate with headquarters to ensure adequate capitalization to improve sectoral method globally and collect scientific evidence; initiate or test new innovative solutions to address the main challenges of the sector.
- 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 their area of expertise; conduct self-evaluation of their project and participate in evaluation cycles under the supervision of the PM.
- Taking ownership of norms and standards anticipates and prepares for nexus adjustments.
- Propose research and study topics.
- Oversee data collection for research activities.
- Anticipate and prepare for nexus adjustments in your sector.
- Contribute to the terms of reference for evaluations.
- Contribute to projects' capitalization and ensure technical learning from projects;

Mission 3: Ensuring the internal technical training of his/her sector or on cross-cutting themes

- Contribute to technical recruitments, in cooperation with the Field Specialist.
- Carry out the necessary technical training in his/her field.
- Contribute to the skills upgrading plan for professionals in its sector and may be a third-party assessor.
- 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).
- Assist in coordinating technical professional development and facilitating a community of practice, in collaboration with the technical division.
- 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 his/her area of expertise.
- Ensure that data processing is established and carried out in accordance with the rules and principles set by the IM/MEAL and by the technical councils of the sector of expertise.

Mission 4: Contributing to ensure the external technical influence of HI on his/her perimeter, in close collaboration with the technical program team

- 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.
- Ensure coordination and collaboration with the project's technical partners, in cooperation with the Field Specialist.
- Relay and contribute to advocacy messages within its scope of work.
- Support writing for new project content for the continuity or expansion of the project within its technical scope.
- Provide technical support and inputs, linked with requested help-desk services from donor and implementing partners.

- Reinforce networks for referral of persons with disabilities who are high risk cases and ensure regular follow ups of cases in need of additional support;
- Participate and represent HI in relevant working group meetings/Forums (health, EORE, protection) at sub-national level to enhance coordination and foster good working relationship with partners
- Under the supervision of the Project Manager, ensure the implementation of good practices and good communication;
- Assist the Project Manager to ensure that disability issues are incorporated at the field level or supported by the organization within a culture of rights-based approach;
- Maintain good internal communication, good team spirit and efficient circulation of information among HI and other stakeholders;
- Communicate the project achievements and contribute at the regular coordination meetings;
- Enhance HI's visibility in communities and stakeholders' networks;

Mission 5: 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	: Hpa An
Line Manager of the position holder for	: Operations Manager
Position holder is Line Manager for	: N/A
Position holder is technical referent for	: N/A

Required Qualifications

Qualification:

- Bachelor degree in international relations or related field is required. Post-graduate degree in related field is preferable.

Experience:

- At least 2 years of experience in Project implementation is required.
- Prior experience in the project implementation with a focus on EORE (Explosive Ordnance Risk Education) or MRE (Mine Risk Education) is required.
- Prior experience in project implementation with a focus on CP (conflict preparedness) is an advantage.
- Experience in working with people with disabilities in a developing country is an advantage.
- Experience working closely in partnership with counterparts, international development agencies, non-governmental organizations, and other collaborators/ stakeholders is preferable.
- Experience working in Emergency & Protracted crisis settings is an advantage.
- Experience with developing and implementing tools for screening is preferable.
- Prior experience serving as an advisor/technical team member on a project in a developing country is preferable.
- Strong knowledge on the context of Southeast region is preferable.

Languages Skill:

- Good level in English and Myanmar languages, both in written and Oral is required.
- Understanding of additional local languages is an asset

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 (CV + cover letter).

Please write: “**VA: 2025-HI-029_Technical Officer (EORE)_ Hpa An**” in subject.

Deadline for the submission: **23rd June 2025 (5:00 PM) MMT.**

Only shortlisted applicant will be contacted for a written test and interview. Qualified 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.

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>.