

Vacancy Announcement

Deadline for Application	7 th May 2025 (4:30 PM)
Position Title	Area Program Officer
Location	Yangon (75% travel to project sites)
Reports to	Program Manager
Contract Period	12 Months (can be extended)
Salary	Level 4-1

Organization Background

Korea Food for the Hungry International (hereinafter KFHI) is a non-profit organization established in 1989 as the first overseas aid international organization in South Korea and acquired 'Special Consultative Status' from UN ECOSOC. KFHI carries out emergency relief and community development programs in over 50 developing countries in Southeast Asia, Central Asia, Africa, and Latin America for our neighbors' self-reliance and development.

KFHI Myanmar has been operating in the Republic of the Union of Myanmar since 2007. Its main programme delivers a wide range of Child Sponsorship and Community Development Programme activities for targeted children and vulnerable communities. The project is implemented with a comprehensive approach, including (Education, Livelihood, Health, and Disaster Risk Reduction) in the Yangon region and Southern Shan State.

Position Summary

This position is to facilitate, collaborate and coordinate with Program team at KFHI Myanmar Country Office and the project staff & Volunteers in field office to ensure effectiveness and efficiency in all the required program activities are smoothly implemented in a timely and maintain strong relations with internal and external stakeholders.

Duties and Responsibilities

Sponsorship Management

- Coordinate the management of sponsorship components, including verbal and written communication between sponsors and children.
- Provide technical support to field assistants to enhance the quality of sponsorship data collection.
- Inform and seek confirmation from the PM regarding significant information about child dropouts and other important details about sponsored children before uploading data into the FMS system.
- Ensure the quality of sponsored children's information and the timely uploading of data into the FMS system.
- Assist and coordinate with the Korean Program Officer to ensure the timely submission of the CAPR.
- Update significant child information during weekly or monthly team meetings.

Program Development Task

- Assist the PM in establishing a new community-based development program.
- Supervise a field office and lead the implementation of the CFCT project in assigned center.
- Monitor logistical and stock requirements based on project activities, and calculate activity-specific stock needs as necessary.
- Participate in monthly team meetings and present comparative results of planned versus accomplished activities for the respective month.
- Build and maintain good relationships with local authorities, including village administrators, principals, teachers, and community leaders, to ensure effective CFCT project implementation.

Finance related task

- Review expense reports for the assigned CFCT centers.
- Ensure timely submission of CDVs and expense reports in compliance with KFHI's international policies and local financial guidelines.

Required Qualifications and Skills

- Myanmar national.
- Minimum of 3 years of experience in child sponsorship and community-based development programs.
- Proficient in reading, writing, and speaking both Myanmar and English.
- Proficiency in the Korean language is preferable (optional).
- Proficiency in MS Office (Word, Excel, and PowerPoint) is required.
- Understanding of Christian faith-based development programs is preferred.
- Flexibility: Ability to work with multidisciplinary and multicultural teams, open-mindedness, good communication skills, active listening, and diplomacy.
- Strong interpersonal communication skills.
- Respect for and adherence to KFHI Myanmar policies.

How to apply

If you are interested in applying for this position, please submit the updated Resume/CV with a photo, including your **expected salary, and two references**, attached with Cover Letter and other supporting documents to the following emails.

mtm@fh.or.kr

Only shortlisted candidates will be contacted for an interview.

Notice: **Incomplete CVs** will not be considered. **Early application** is encouraged as we will review applications throughout the advertising period and the right to close the advert early is reserved.