

VACANCY ANNOUNCEMENT OF Technical Support Officer

World Concern is a US-based global disaster response and sustainable community development agency. Our mission is to transform the lives of those facing the most profound challenges of extreme poverty into lives of abundance through disaster response and sustainable development projects. Since 1995, World Concern Myanmar has been actively working in Kachin and Shan States, and Mandalay Region focusing on health, nutrition, food security, protection, clean water and sanitation, livelihood development, and environmental justice and protection.

We are seeking a dedicated and highly motivated Technical Support Officer to support the implementation of Earthquake Emergency Response and Humanitarian Support Projects. This position requires extensive travel to affected areas to ensure the effective execution of relief activities, project management, technical support, and coordination with stakeholders. The successful candidate will assist in project management, technical support, and field operations to ensure timely and efficient emergency response.

Position	: Technical Support Officer
Projects	: Earthquake Emergency Response and Humanitarian Support Projects
Location	: Southern Shan, Myanmar (with frequent travel to earthquake affected areas and project areas)
Reports to	: Emergency Response Manager
Duration	: Emergency Response Short-term Contract(Possible To Extend)

Why Join Us?

- **Make a Difference:** Be part of a mission-driven organization that impacts lives and communities.
- **Professional Growth:** Opportunities for learning and development in a supportive environment.
- **Collaborative Culture:** Work with a team of dedicated professionals who share your passion for helping others.
- **Comprehensive Benefits:** Enjoy a competitive salary and benefits package.

Key Responsibilities:

- Ensure the timely procurement and distribution of emergency response and humanitarian supplies.
- Assess disaster-impacted communities and develop strategic response plans.
- Oversee logistics, resource allocation, and deployment of response teams.
- Monitor and evaluate relief efforts, ensuring compliance with humanitarian standards.
- Prepare reports, updates, and documentation for stakeholders.
- Support the planning, implementation, and monitoring of emergency response activities in earthquake-affected areas.
- Provide technical support to field teams, ensuring best practices in humanitarian assistance.
- Assist in needs assessments, data collection, and situation analysis to guide response strategies.
- Coordinate with government agencies, local authorities, humanitarian partners, and community representatives.
- Facilitate logistical arrangements and deployment of relief supplies to affected communities.
- Monitor project activities, ensuring compliance with humanitarian standards and organizational policies.
- Prepare reports, updates, and documentation for internal and external stakeholders.
- Ensure the safety and well-being of response teams during field operations.

Qualifications:

- Any Bachelor degree with 3 years working experiences in similar position or certificate in Development Study, Disaster Management, Humanitarian Assistance, Public Administration or Policy, or a related field.
- Minimum of 3 years of experience in community development sectors, emergency response, disaster management, or humanitarian aid projects.
- Strong field experience in disaster-affected areas, particularly in project implementation and technical support.
- Excellent coordination and communication skills with local and international stakeholders.
- Ability to work under pressure and adapt to challenging field conditions.
- Experience in logistics, security, and operational planning.
- Good writing and verbal communication skills in both English and Burmese languages.
- Willingness to travel extensively to remote and affected areas on short notice.

If you are passionate about making a positive impact and meet the qualifications, we encourage you to apply for this exciting opportunity!

Application process

Interested candidates **must** fill up **World Concern's application form** and attached CV, Covering Letter to the following address or E-mail address with supporting documents.

World Concern Myanmar (Country Office)

No. 7/36J, Golden Valley 1st Street, Golden Valley Ward (I), Bahan

Township, Yangon.

Email: wcmhr@worldconcern.org

Due to the urgent nature of this position, applications will be reviewed on a rolling basis, and recruitment will be conducted as soon as a suitable candidate is identified.

Only short-listed candidates will be **contacted** for interview.

Note: Application submitted without these details **WILL NOT** be considered.

Apply Now and be a part of something greater. Together, we can transform lives and communities.

Closing Date: 4 May, 2025