

Vacancy Announcement

Deutsche Welthungerhilfe (formerly known as German Agro Action/GAA) was founded in 1962. Today it is one of the biggest private development organisations in Germany. Non-profit, politically independent and non-denominational, the organisation works under the leadership of an honorary board and the patronage of the German President.

Welthungerhilfe Myanmar is running projects in the fields of humanitarian assistance, food and nutrition security, agricultural value chains and community development in Ayeyarwady, Mandalay Region, Kachin, Chin and Shan States. The WHH program is funded by various institutional donors (BMZ, Federal Foreign Office of Germany, LIFT and others) as well as private donors.

1. Department	FAO Project
2. Country/ Location	Myanmar/ Nyaung_U
3. FundsPro cost allocation	
4. Job Name	Field Officer
5. Title of job holder	
6. Salary Group	SG 5
7. Immediate supervisor (in disciplinary matters)	Deputy Head of Project
8. Subordinate position (s)	
9. Representation represent in represented by	
10. Contract Period	June to November 2025

I. Job Purpose

The **Project Assistant** plays a vital supporting role in the smooth implementation of project activities. The position is responsible for assisting with field coordination, administrative tasks, data collection, logistics, and communication with stakeholders. The role requires organizational skills, attention to detail, and the ability to work with multidisciplinary teams to ensure timely and efficient project delivery.

II. Key Responsibilities

1. Administrative and Coordination Support

- Assist the DHoP for coordination with the project team leaders and consultants in planning and coordinating daily project activities.
- Maintain accurate documentation, including meeting minutes, activity reports, and attendance lists.
- Support the preparation and submission of administrative forms and procurement requests.
- Help schedule meetings, training sessions, and field visits.

2. Field Activity Support

- Accompany technical staff/consultants during field activities, training, and community meetings.
- Assist in mobilizing farmers & community members for participation in project activities.
- Support the implementation of monitoring visits and the distribution of project materials.
- Gather and verify basic field-level data as guided by project staff.

3. Documentation and Reporting

- Ensure timely collection, organization, and archiving of all project documents.
- Support in preparing project progress summaries and routine reports for internal use.
- Assist in maintaining databases and inputting data into reporting tools as needed.

4. Logistics and Procurement Support

- Coordinate logistics for trainings, workshops, and events, including venue booking, catering, and material preparation.
- Liaise with the logistics and admin team for transportation and delivery of project materials.
- Track inventory and usage of project supplies and resources.

5. Communication and Representation

- Maintain respectful and professional communication with beneficiaries, partners, and local authorities.

- Support the visibility of the project through proper branding (e.g., banners, logos) in accordance with donor and organization guidelines.
 - Represent the project in a supportive role at community-level events and coordination meetings when required.
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III. Qualifications and Experience

- Bachelor's degree or diploma in Development Studies, Social Sciences, Business Administration, or a related field.
 - Minimum **1–2 years of experience** in a similar role, preferably in the NGO/INGO or humanitarian/development sector.
 - Basic understanding of project cycle management and community-based programming.
 - Experience with administrative and logistical support.
 - Familiarity with Microsoft Office (Word, Excel, Outlook); data entry skills are a plus.
 - Good communication skills in both local language(s) and English.
 - Ability and willingness to travel to field sites, including rural or hard-to-reach areas.
 - Being a local in Mandalay is a tremendous asset.
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IV. Core Competencies

- **Organized and Detail-Oriented:** Able to manage multiple tasks and meet deadlines.
 - **Team Player:** Works cooperatively and maintains good relationships with colleagues and communities.
 - **Proactive and Flexible:** Can adapt to changing priorities and field realities.
 - **Integrity:** Maintains confidentiality and adheres to organizational values.
 - **Commitment to Humanitarian Principles:** Respects diversity, inclusion, and accountability standards.
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Qualified women and men are encouraged to apply!

Interested persons should submit an application letter and an updated CV including educational qualifications, contact number and contact details of at least two professional references to:

Yadanamayhtay.Myint@welthungerhilfe.de

Not later than 3 May 2025 (Saturday)

Only shortlisted candidates will be contacted for an interview.