

 ASIA	JOB DESCRIPTION	
	Position name: WASH & Construction Officer	Starting date: July 2025 Deadline for submission: July 4, 2025

POSITION DETAILS

Area/Department:	Program/Administration
Starting date:	ASAP
Based in:	ASIA Office in Kyaukse township with frequent postings in Pyawbwe.
Internal relations:	Project Manager (Direct Supervisor)
External relations:	Suppliers, services companies, private and public partners, beneficiaries
New position:	Yes
Position length:	8-month Contract, renewable depending on funding
Nationality:	Burmese
Reference gross salary/month:	Wages will be commensurate with experience

ASIA NGO Description

A.S.I.A. (Associazione per la Solidarietà Internazionale in Asia), in an International NGO based in Italy. We work in Asia continent with several donors on different kinds of projects (mainly focused on food security, agriculture, rural development, emergency response, environment, education, cultural heritage protection and microbusiness). For further information: <http://asia-ngo.org/en/>.

Synthesis

ASIA Myanmar is expanding its local team and scaling up its humanitarian operations to assist the most vulnerable earthquake – impacted populations of the Mandalay region. The WASH & Construction officer will work closely with targeted communities, assessing the nature of the rehabilitation and reconstruction works within schools and monasteries impacted by the earthquake. These works include structural interventions to rehabilitate school buildings, construction of temporary learning spaces, installation of latrines at school levels, and installation of rain-water harvesting systems, coupled with the creation of water storage and purification installations.

This post implies a constant and direct contact with beneficiaries to ensure a participative design and implementation of the project activities. Activities will be implemented initially in four townships and surrounding villages: Pyawbwe, Yametin, Kyaukse, and Sitgaing. Initially, based in ASIA's sub-office, the construction officer will be required to travel across the project areas to closely monitor activities progress. He will report to the Field Project Assistant and the Coordination Team in Yangon.

KNOWLEDGE AND EXPERIENCE REQUIRED

Training:	University in civil engineering, Diploma in Management of Water Resources, WASH Services, or any other training relevant to the job profile.
Management:	Strong analytical, diplomacy skills and professional integrity. Proved knowledge of the project management procedures.
Technical specific knowledge:	<p>Strong technical knowledge and experience in implementing small-scale reconstruction and rehabilitation projects.</p> <p>Experience in implementing and directing the installation of latrines, water harvesting and purification systems (knowledge of water filters, strategies to safely storage and purify water sources, etc.)</p> <p>Relevant experience in humanitarian projects related with delivering WASH services, rehabilitation and reconstruction initiatives is a plus.</p>
Personal Abilities:	<p>Strong communication skills and ability to work in team.</p> <p>Ability to maintain professional relationships with suppliers, servicers, colleagues and stakeholders.</p> <p>Proactive attitude and ability to prioritize tasks efficiently.</p>

	Ability to work for goals in compliance with deadlines.
Key Competences:	Problem-solving attitude. Strong commitment to the Mission of ASIA. Ethical awareness, including anti-corruption practices and compliance with organizational policies.
Previous experience (years):	At least 3 years of experience in construction work and emergency response, preferably with local or international CSOs.
Humanitarian sector knowledge:	Knowledge of recovery phase settings.
Languages:	Fully competent in the national language. Fluent in English.
IT systems:	Computer skills including Windows, Microsoft Office and other calculation software and tools.
Mobility (national/ international)	The Construction officer will be based at Kyaukse township, Kyaukse District, Mandalay region. Frequent field missions to the project sites of Pyawbwe, Yamethin and Sintgaing township.

MAIN RESPONSIBILITIES & SCOPE

a. Project implementation

- Supervise and design the construction work with local service in support the construction activities of the project, as well as monitoring and supervision of activities to ensure the project delivers high quality outcomes;
- Identify potential gaps in the activities delivered up to date and provide the field coordinator with accurate advice on developments, challenges and recommendations for better action;
- Ensure that the objectives and outcomes of the project are achieved and measurable during and after the implementation.
- Travel to the project area during the implementation of construction activities

b. Monitoring and evaluation

- Plan regular missions in project areas and submit relevant reports to Field coordinator and support to collect/gather all of the needed information for proposal development.
- Work closely with technical consultant; if any, to incorporate advice and recommendations into project delivery
- Ensure that all reports and documents are stored and organized in accordance with ASIA's reporting and compliance standards.

c. Data analysis and reporting

- Prepare construction reports (Ongoing and completion) following ASIA procedures/donor procedures and forward them to the Field coordinator.
- Analyses the impact of project activities, both in a qualitative and quantitative manner, and maintains a database of the data collected in each field visit.

D. Expertise selection

- Identify locally available skills and expertise with the support of Field coordinator that could contribute to improve the quality of the project.
- Supervise, with the support of the Field coordinator, the hiring process of implementing local supplier/service to ensure correspondence between the project needs and the human resources deployed by the service/supplier to fulfil those needs.

E. Communication

- Participate in the relevant staff meetings of ASIA or partners
- Support to communication officer HQ in the gathering of useful information for the communication needs of the project
- Collect photos and stories from beneficiaries and provides monthly written updates to the project manager to support HQ communication and fundraising departments
- Establish and maintain good relationships with partners, local authorities and beneficiaries

ENCLOSING

Applicants are invited to send ASAP and by, **July 4, 2025** an e-mail to m.thanhtoo@asia-ngo.org with the following attachments with single PDF file (object "Wash & Construction Officer Application - NAME SURNAME"):

- Updated Curriculum Vitae (signed);
- Cover Letter;
- Two references with telephone number, e-mail address and relation with the candidate.

Only shortlisted candidates will be contacted for further selection process