

Vacancy Announcement

Welthungerhilfe is one of the largest private aid organizations in Germany; it is politically independent and non-denominational. Welthungerhilfe (WHH) is dedicated to fighting for a world without hunger. Since it was founded on December 14, 1962, 12,128 overseas projects in about 72 countries have been supported with 5.07 billion euros.

Welthungerhilfe follows the principle of empowering people to help themselves to sustainably improve their living conditions, offering everything from fast disaster relief to reconstruction and long-term development cooperation projects with national and international partner organizations. In close collaboration with local partners, we enable people to break out of hunger and poverty sustainably, with measurable impact, and with integrity and accountability.

WHH pursues a dual mandate to ensure our actions meet the needs of our target groups: providing programs for short-term disaster relief as well as long-term development. To achieve [sustainable food and nutrition security](#) among the most vulnerable, these programs link our key focus areas interrelated with hunger – [agriculture and environment](#); [water, sanitation and hygiene](#) (WASH); [economic development](#); [humanitarian assistance](#); [climate change](#); and [civil society and advocacy](#). [Innovation](#) helps to scale the impact.

We are currently looking for one Field Officer for the Myanmar Country Programme. The position will be based in Meiktila and requires frequent travel to project locations.

Job Description: Field Officer (SG 05)

I. Job Details

Department: Programmes

Country / Location: Meiktila (frequent field visits required)

FundsPro Cost Allocation: SEEDS (Strengthening Economic and Environmental Development for Climate Sustainability)

Job Name: Field Officer (m/f/d)

Title of Job Holder: Field Officer

Salary Group: SG 05

Immediate Superior (in disciplinary matters): Head of Project

Subordinate Position(s): None

No. of positions: 5

Representation: To be decided on relevant occasions

Is represented by: To be decided in case of absence

Contract Period: 1 year contract with possible extension

Project Duration: 44 months

Technical Guidance: Relevant Project Officers and technical specialists

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The Field Officer supports the day-to-day implementation, coordination and monitoring of SEED activities in assigned project locations.

The position serves as a key operational link between communities and the SEED project team. It supports integrated field implementation across agriculture, livestock and community-based organisation activities, ensuring that approved project plans and technical guidance are translated into well-organised community-level activities.

The Field Officer works closely with the Project Officers – Agriculture, Livestock and CBO, the MEAL Officer, Community Facilitators and other relevant project colleagues to support timely implementation, community participation, monitoring and documentation.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

- Coordinate day-to-day field activities within assigned SEED implementation locations according to approved workplans and activity schedules.
- Maintain regular contact with participating communities, households, CBOs and relevant community representatives.
- Organise community meetings, training, demonstrations, consultations and other approved project activities.
- Support mobilisation and communication with project participants and communities.
- Coordinate practical arrangements for field activities with Community Facilitators and responsible project colleagues.
- Monitor whether planned field activities are taking place according to agreed schedules and promptly communicate delays or implementation constraints.
- Maintain accurate field-level records and supporting documentation for assigned activities.
- Collect community feedback and communicate implementation issues to the responsible Project Officer or other relevant colleague.
- Follow up agreed actions arising from field visits, monitoring and project-team discussions.

- Maintain an up-to-date understanding of SEED activities being implemented in assigned communities to support effective coordination between different project components.

2.2 Duties without own area of responsibility

- Implement field activities under the functional and technical guidance of the relevant Project Officer or specialist.
- Support the Project Officer – Agriculture with farmer mobilisation, agricultural training, demonstrations, seed-production activities, field monitoring and follow-up.
- Support the Project Officer – Livestock with household mobilisation, livestock activities, training, monitoring and follow-up.
- Support the Project Officer – CBO with community mobilisation, CBO capacity-development activities, meetings and organisational follow-up.
- Coordinate closely with Community Facilitators supporting activities in assigned communities.
- Support the MEAL Officer with participant registration, routine data collection, monitoring, verification and documentation.
- Support logistics and procurement colleagues by communicating field-level activity requirements according to agreed planning procedures.
- Contribute field information to project reporting, reviews and learning processes.
- Support visits by project management, technical colleagues, donor representatives and other authorised visitors.

2.3 Specific activities and duties of the position / Position specific qualifications

- Support integrated implementation of SEED activities in assigned target communities in Mandalay Region.
- Maintain regular contact with communities and ensure that planned agriculture, livestock and CBO activities are coordinated effectively at field level.
- Support the Project Officer – Agriculture in organising farmer training, demonstrations, seed-production activities and other approved agricultural interventions.
- Conduct routine follow-up with participating farmers and communicate observed implementation or production issues to the Project Officer – Agriculture.
- Support the Project Officer – Livestock in organising livestock-related training, household follow-up and other approved activities.
- Observe implementation of livestock activities and refer animal-health or other technical concerns to the Project Officer – Livestock rather than providing advice beyond the Field Officer's competence.

- Support the Project Officer – CBO with community meetings, participatory processes, CBO training and regular organisational follow-up.
- Maintain communication with supported CBOs and community structures and communicate relevant organisational or participation issues to the Project Officer – CBO.
- Support Community Facilitators in organising and following up project activities and clarify operational issues within delegated responsibilities.
- Ensure that communities receive clear and consistent information about planned activities, schedules, participant-selection processes and relevant project procedures.
- Support participant identification and mobilisation according to approved SEED criteria and procedures.
- Avoid making commitments concerning project assistance or participant eligibility outside approved criteria and delegated authority.
- Support the MEAL Officer with accurate and timely participant registration and activity monitoring.
- Collect required routine monitoring information using approved project tools and submit it according to agreed schedules.
- Support verification of activities and participants and ensure that required supporting records are complete.
- Promptly communicate inconsistencies, missing information or suspected duplication in participant records to the MEAL Officer.
- Support implementation teams to obtain community feedback on activities and identify practical barriers affecting participation.
- Promote meaningful participation of women, youth, persons with disabilities and other community members who may face barriers to participation in project activities.
- Ensure that community members are treated as active participants in project processes and that their views and decisions are appropriately reflected in implementation.
- Inform community members about available WHH feedback and complaints mechanisms and how these can be accessed.
- Refer safeguarding concerns immediately through established confidential reporting mechanisms rather than attempting to investigate them.
- Monitor community-level developments that may affect implementation, including access constraints, local tensions, seasonal conditions and other operational issues, and report significant concerns promptly.
- Support coordination of field activity requirements with relevant logistics and procurement colleagues sufficiently in advance.

- Support receipt and handover of approved project materials or inputs at field level where assigned, ensuring that required documentation is completed.
- Report discrepancies, damaged materials or other concerns relating to project inputs through the appropriate project channels.
- Maintain appropriate records of field activities, meetings, training and participant engagement.
- Provide regular field implementation updates to the responsible Project Officers and Head of Project.
- Participate in project planning, coordination and review meetings as required.
- Contribute practical field observations, participant feedback and implementation lessons to SEED reflection and learning processes.
- Support coordination with relevant community structures, service providers and local stakeholders within delegated authority.
- Undertake regular travel throughout assigned SEED implementation areas in accordance with WHH security and access procedures.

III. Job requirements

1. Knowledge/ Qualifications

Professional / Formal Qualification

- University degree or relevant diploma in Agriculture, Rural Development, Community Development, Social Sciences or another field relevant to SEED implementation.
- Relevant practical training in community mobilisation, agricultural extension, livelihoods or project implementation is an advantage.

Professional Experience

- At least 2 years of relevant professional experience in community-based development, agriculture, livelihoods or field-level project implementation.
- Practical experience working directly with rural communities.
- Experience organising community meetings, training or field activities.
- Experience supporting project monitoring and documentation is desirable.
- Experience with agriculture, livestock or community-development programming is an advantage.
- Relevant experience working in central Myanmar is an advantage.

Professional Skills and Competencies

- Good community mobilisation and facilitation skills.
- Ability to communicate respectfully and effectively with rural communities and people from different backgrounds.
- Good organisational and field coordination skills.
- Ability to follow technical guidance and translate activity plans into practical field implementation.
- Ability to maintain accurate field records and submit information on time.
- Ability to recognise issues that require referral to a Project Officer, technical specialist, MEAL colleague or project management.
- Basic understanding of inclusive and participatory community-development approaches.
- Ability to work effectively across agriculture, livestock and community-development activities.
- Good Myanmar-language communication skills.
- Relevant local-language skills are an advantage.
- Basic English and digital skills sufficient for project communication, documentation and reporting.
- Willingness and ability to travel regularly within assigned project areas.

3. Disciplinary Leadership of staff

None

4. Responsibility

- The Field Officer has operational responsibility for field activities assigned to the position within approved SEED workplans.
- The position works under the functional and technical guidance of the relevant Project Officers and specialists according to the activity concerned.
- The Field Officer may provide practical task guidance to Community Facilitators where this is assigned through the project structure.
- The position has no disciplinary leadership responsibility.
- The Field Officer does not independently change approved technical approaches or introduce new project activities.
- The position does not independently approve participant entitlements, budgets, expenditure, procurement, contracts or changes to project scope.



- Significant technical, implementation, safeguarding, security or compliance concerns must be referred through the appropriate project channels.
- External representation is undertaken only within delegated authority.

Please send your application by email to:

 hr.mmr@welthungerhilfe.de

 Application deadline: 18 October (Sunday) COB

Please note that only shortlisted candidates will be contacted for an interview. Welthungerhilfe is an equal opportunity employer and encourages applications from qualified individuals, regardless of gender, ethnicity, or background.

Applications will be reviewed on a rolling basis, and interviews will be conducted accordingly.