

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 six Field Officers for the Myanmar Country Programme. The position will be based in Pyarpon and requires frequent travel to project locations.

Job Description: Field Officer (SG 05)

I. Job Details

Department: Programmes

Country / Location: Pyarpon (frequent field visits required)

FundsPro Cost Allocation: THRIVE – Transforming Household Resilience through Inclusive Value Chains and Ecosystems

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

Title of Job Holder: Field Officer

Salary Group: SG 05

Immediate Superior (in disciplinary matters): Project Officer (Agriculture)

Subordinate Position(s): None

No. of positions: 6

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

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The Field Officer is responsible for coordinating and supporting the day-to-day implementation of THRIVE activities in assigned project locations, ensuring that planned activities are delivered effectively, inclusively and in accordance with approved workplans, technical guidance and WHH procedures.

The position serves as an operational link between communities, project technical specialists and the THRIVE project management structure. The Field Officer coordinates field-level implementation, community engagement, activity planning, monitoring and documentation and ensures that technical guidance from the relevant specialists and Project Officers is translated into practical field activities.

The position supports WHH's direct implementation responsibilities in Kyaiklat, Bogale and Pyapon and contributes to integrated delivery across the different technical components of THRIVE.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

- Coordinate day-to-day THRIVE implementation within the locations assigned to the position.
- Prepare detailed field activity schedules based on approved project workplans and coordinate their implementation with relevant technical and operational colleagues.
- Maintain regular contact with participating communities, community structures and relevant local stakeholders required for effective project implementation.
- Organise community consultations, meetings, training, demonstrations, distributions and other project activities according to approved approaches and activity plans.
- Ensure that community-level activities are communicated clearly and organised in a timely and accessible manner.
- Monitor implementation progress against assigned activities, schedules and targets and promptly report delays, operational constraints or implementation gaps.
- Maintain accurate and timely field documentation, including activity records, participant information, attendance records and other required supporting documentation.

- Collect and communicate community feedback, implementation challenges and emerging needs to the responsible Project Officer, technical specialist or project management colleague.
- Coordinate practical follow-up of agreed actions arising from field monitoring, technical guidance or community feedback.
- Maintain an up-to-date understanding of activities being implemented in assigned communities to support coordination and reduce duplication or conflicting schedules.

2.2 Duties without own area of responsibility

- Implement agriculture, livelihoods, market, climate-resilience and other project activities under the technical guidance of the relevant Project Officer or Specialist.
- Support Project Officers and technical specialists with community mobilisation, field assessments, participant engagement, demonstrations, training and monitoring.
- Coordinate with the MEAL team on participant registration, data collection, monitoring, verification and community-feedback processes.
- Support the application of agreed targeting and participant-selection criteria and raise questions or concerns where proposed selection is inconsistent with approved criteria.
- Support logistics and procurement colleagues by providing timely information on field-level requirements and planned activity schedules.
- Support appropriate organisation, receipt and handover of project materials or inputs at field level where assigned, while respecting applicable documentation and segregation-of-duties requirements.
- Coordinate with relevant partner personnel and service providers where their activities intersect with WHH implementation in the assigned locations.
- Support field visits by project management, technical specialists, MEAL personnel, donor representatives or other authorised visitors.
- Contribute field information to project reports, implementation reviews and learning processes.

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

- Support WHH's direct implementation in Kyaiklat, Bogale and Pyapon following the transfer of relevant implementation responsibilities from PARTNER to WHH.
- Coordinate integrated field implementation across relevant THRIVE activities in assigned villages and communities rather than treating individual technical components as separate projects.

- Work closely with the Project Officers – Agriculture and Agriculture Specialist to support agriculture and agroecology activities, including farmer engagement, training, demonstrations, field monitoring and follow-up.
- Support implementation of market-system and value-chain activities under the technical guidance of the Market System and Value Chain Specialist, including appropriate engagement with producers, service providers and market actors.
- Support implementation of relevant livestock activities under the guidance of the Veterinary Specialist.
- Support climate-resilience, community adaptation, natural-resource-management and related activities under the guidance of the relevant THRIVE technical specialists and in coordination with consortium partners where required.
- Support implementation of activities targeting economic and livelihood opportunities for women, youth, landless households, persons with disabilities and other groups facing barriers to participation.
- Work with relevant technical colleagues to ensure that field activities are accessible and that reasonable adaptations identified through Disability, Gender and Age analysis are reflected in implementation.
- Support community-level dissemination and use of relevant climate, agricultural, market or digital advisory information where these form part of approved THRIVE activities.
- Facilitate communication between communities and THRIVE technical personnel so that technical support responds to practical implementation conditions and community feedback.
- Support transparent communication of project objectives, activities, participant-selection criteria and available support to communities.
- Apply approved participant-selection and verification procedures and avoid making commitments to individuals or communities outside agreed project criteria and delegated authority.
- Work with the MEAL team to ensure accurate and timely registration of participants and collection of required monitoring information.
- Support procedures for identifying duplicate participation across THRIVE activities so that consolidated project reporting accurately distinguishes participation from unique individuals or households reached.
- Verify the completion of assigned field activities and provide required documentation to the responsible Project Officer, technical specialist and MEAL personnel.
- Observe implementation quality and report technical issues to the appropriate specialist rather than independently modifying established technical approaches.

- Monitor community-level operational issues that could affect implementation, including seasonal conditions, access constraints, local tensions, workload, timing and participation barriers, and report significant issues promptly.
- Ensure that community engagement and project activities follow WHH safeguarding, accountability, conflict-sensitivity and do-no-harm requirements.
- Inform communities about appropriate project feedback and complaints mechanisms and support access to these mechanisms without attempting to investigate or resolve matters outside the position's authority.
- Promptly refer safeguarding concerns through established confidential reporting mechanisms.
- Support implementation in ways that recognise community members as active participants and decision-makers and avoid making commitments or decisions on their behalf.
- Coordinate activity requirements with logistics colleagues sufficiently in advance to support timely availability of approved materials, transport and services.
- Support proper documentation of project materials and inputs delivered to implementation locations and promptly report discrepancies, damage or other concerns.
- Maintain regular communication with the Deputy Head of Project, relevant Project Officers and technical specialists regarding implementation progress and emerging field issues.
- Participate in regular field-team planning, coordination and review meetings and follow up actions assigned to the position.
- Contribute practical field observations and community feedback to THRIVE learning and adaptive-management processes.
- Support coordination with relevant village and community structures, civil society actors, service providers and other local stakeholders within delegated authority.
- Undertake regular travel throughout assigned implementation areas in accordance with WHH security and access procedures.

III. Job requirements

Professional / Formal Qualification

- University degree in Agriculture, Rural Development, Development Studies, Social Sciences, Natural Resource Management or another field relevant to THRIVE implementation.
- Relevant practical training in community development, livelihoods, agricultural extension or project implementation is an advantage.

Professional Experience

- At least 3 years of relevant professional experience in community-based development, rural livelihoods, agriculture or field-level project implementation.
- Practical experience working directly with rural communities.
- Experience organising community meetings, training or other field activities.
- Experience supporting monitoring, participant registration and programme documentation.
- Experience with donor-funded development or humanitarian projects is desirable.
- Experience working in the Ayeyarwady Delta or comparable rural environments is an advantage.

Professional Skills and Competencies

- Good field-level project planning, organisation and coordination skills.
- Ability to work effectively with rural communities and communicate respectfully with people from different backgrounds.
- Ability to translate project and technical guidance into practical field activities.
- Good facilitation and community-engagement skills.
- Ability to maintain accurate field records and submit required information on time.
- Ability to identify implementation problems and refer technical, safeguarding, security or management issues to the appropriate responsible colleague.
- Understanding of inclusive and participatory approaches to community-based programming.
- Ability to coordinate across different technical components and work effectively as part of a multidisciplinary project team.
- Good Myanmar-language communication skills.
- Working knowledge of English sufficient for project documentation and internal communication.
- Relevant local-language skills are an advantage.
- Good basic digital skills for communication, data collection, documentation and reporting.
- Willingness and ability to travel extensively within assigned project areas.
- Basic skills in the responsible use of generative AI tools for professional tasks such as organising field information, supporting activity planning and drafting routine

reports, with appropriate human verification and attention to confidentiality and data protection.

3. Disciplinary Leadership of staff

None

4. Responsibility

- The Field Officer has operational responsibility for field activities and locations assigned to the position within approved THRIVE workplans.
- The position may provide practical task guidance to community facilitators, volunteers or other implementation actors where this is formally assigned.
- The position has no disciplinary leadership responsibility.
- Technical direction remains with the responsible Project Officer or Specialist. The Field Officer does not independently alter approved technical methodologies or introduce new technical approaches.
- The position does not independently approve budgets, expenditure, procurement, participant entitlements, contractual commitments or changes to project scope.
- The Field Officer must not make commitments to communities, partners or external stakeholders beyond the authority explicitly delegated to the position.
- Significant technical, safeguarding, security, compliance or implementation concerns must be referred through the appropriate project management or specialist 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.