

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 Head of Project for the Myanmar Country Programme. The position will be based in Meiktila and requires frequent travel to project locations.

Job Description: Head of Project (SG 07)

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: Head of Project (m/f/d)

Title of Job Holder: Head of Project

Salary Group: SG 07

Immediate Superior (in disciplinary matters): Area Manager

Subordinate Position(s): Project Team

No. of position: 1

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 Focus: Project management, programme implementation, team leadership, consortium coordination and integrated rural development.

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The objectives are to manage and implement programmes and projects on the basis of specified directives in terms of content, schedule and budget. The project is carried out in accordance with Welthungerhilfe standards and the directives/provisions of the co-financer.

The Head of Project is responsible for the operative implementation of the project(s) and the appropriate use of funds. He/she is responsible for coordination, planning and implementation, correctly and duly reporting to Welthungerhilfe's Country Office.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

Development and Management of the project(s)

- Carries out the project according to the rules and standards of the donor and Welthungerhilfe standards for the implementation of projects.
- Ensures that all project relevant support is in place (monitoring, logistics, finance administration, etc.)
- Is responsible for modifying and continuing project planning and the project budget.
- Establishes good working relationships with donors and other stakeholders in-country for emergency, rehabilitation and development programs in coordination with the Country Office
- Reports to the Country Director on the progress of the project(s) and all risks associated with the project work
- Prepares and implements a preparedness plan for disasters and potential crises on the basis of country specific situation

Leadership

- Manages staff according to WHH leadership principles, staff policies and WHH strategy
- Recruits staff
- Responsible for project office management (in case this is delegated to him/her)
- Ensures implementation of WHH policies and their adaptation to local conditions
- Is responsible for the establishment and adherence to the projects' security management system in accordance to the global security policy / guidelines of Welthungerhilfe

Representation, Collaboration and Networking

- Represents WHH in-country/ in project(s) region vis-à-vis selected relevant national and international stakeholders and partners in coordination with country office
- Expands WHH network with relevant stakeholders from civil society, government and academia within the context of projects in responsibility
- Marketing, public relations and local image management
- Accompanies visiting donors and WHH Head Office staff journalists/or appoints adequate representation

2.2 Duties without own area of responsibility

- Contributes to the country development and strategies, actively participates in strategic discussions and keeps herself/ himself informed of the overall organizational topics
- Actively participates in the Country Management forum and development and strategic planning
- Fulfilment of any other tasks which are assigned by the management and correspond in general with the character of this position

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

In addition to the duties defined in Sections 2.1 and 2.2 of the WHH Global Standard Job Description, the Head of Project performs the following project-specific activities for the SEEDS – Strengthening Economic and Environmental Development for Climate Sustainability project:

- Lead the day-to-day implementation of WHH's component of the SEEDS project, ensuring that activities are implemented according to the approved proposal, logframe, workplan, budget, contractual requirements and agreed consortium arrangements.
- Translate the approved project design into detailed WHH implementation plans, operational schedules and team priorities and monitor implementation progress against agreed milestones, outputs, indicators and expenditure.
- Coordinate WHH's contribution to the consortium under the leadership of Solidarités International as lead applicant and ensure timely communication, information exchange and follow-up on agreed actions with the Consortium Management Unit and other consortium partners.
- Represent WHH at operational consortium coordination mechanisms and contribute to relevant technical Communities of Practice, working groups and coordination meetings within delegated authority.
- Ensure that WHH implementation remains aligned with the consortium's harmonised methodologies, joint protocols, technical standards and agreed approaches, while identifying implementation challenges and facilitating timely corrective action.

- Coordinate WHH's technical contribution to post-harvest management, farmers' market inclusion, farmer organisation strengthening, community-based finance and other activities for which WHH has an implementation or technical role.
- Oversee WHH's contribution to climate-smart and agroecological agriculture activities, including farmer training, Farmer Field Schools, farmer-to-farmer learning, demonstration approaches and strengthening of farmer organisations in collaboration with the Agriculture Specialist and relevant Project Officers.
- Oversee WHH-supported activities related to seed multiplication and seed systems, collective procurement and trading, community-based financial mechanisms, climate risk and vulnerability assessment, natural resource management, climate adaptation actions, revolving funds and livelihood support in accordance with the approved division of responsibilities.
- Ensure effective coordination of the Agriculture Specialist, Project Officers, MEAL Officer, Field Officers, Community Volunteers and other personnel assigned to the project in accordance with the leadership provisions of the WHH standard Head of Project job description.
- Maintain effective coordination with WHH Finance, Procurement, Logistics and other support functions to ensure that programme implementation, procurement, contracting, payments, logistics and resource requirements are planned sufficiently in advance and implemented according to WHH and donor requirements.
- Coordinate closely with the Area Manager, keeping the Area Manager informed of implementation progress, material operational constraints, security-related implications, significant deviations, compliance concerns and matters requiring strategic or management decisions.
- Ensure systematic monitoring of project progress with the MEAL Officer and programme team and promote the use of monitoring information for adaptive management, implementation quality and evidence-based decision-making.
- Ensure WHH contributes timely and accurate programme information, indicator data, narrative inputs, supporting documentation and other required information for consortium and donor reporting.
- Monitor implementation against the SEEDS logical framework and ensure WHH teams maintain adequate documentation and evidence for activities, outputs, beneficiary reach and project results under WHH responsibility.
- Support the implementation of baseline, midline, endline, training assessments, community-based monitoring and learning processes relevant to WHH-supported activities and ensure operational follow-up on findings and recommendations.
- Ensure activities are implemented through participatory approaches that strengthen the role of farmer organisations, community structures and local actors and support the

project's commitment to localisation and progressive transfer of capacities and responsibilities.

- Ensure that WHH-supported interventions contribute to inclusive participation, including the project's commitment to women's participation, engagement of youth and accessibility for persons with specific needs.
- Ensure integration of protection, conflict sensitivity, Do No Harm, environmental sustainability and climate- and resource-sensitive approaches throughout WHH's project implementation.
- Ensure project implementation and field communication take account of the sensitive operating environment in Myanmar and apply the agreed low-profile approach to EU visibility. Coordinate any proposed external visibility or communication measures through the appropriate WHH and consortium channels before implementation.
- Monitor access, contextual and implementation risks affecting WHH project activities and ensure appropriate operational adaptations in coordination with the Area Manager and relevant WHH functions, without altering the security authority defined in the WHH standard job description.
- Promote coordination and complementarity with farmer organisations, community institutions, private-sector actors and relevant programmes or initiatives identified by the consortium, including linkages intended to avoid duplication and strengthen sustainability.
- Support implementation of the project's phased approach, including inception and assessments, scaling of implementation, consolidation, handover of methodologies and assets where applicable, sustainability measures and orderly project closure.
- Promote learning across WHH teams and consortium partners by documenting implementation experience, identifying effective approaches and contributing to reflection, adaptation and exchange of lessons across the project.

III. Job requirements

1. Knowledge/ Qualifications

1.1 Professional/ formal qualification

Bachelor's degree in Development Studies, Project Management, Agriculture, Rural Development or another relevant field. A Master's degree is an advantage.

1.2 Job-related professional experience

Minimum 3–5 years of relevant professional experience in project management within the humanitarian or development sector, including experience in project planning, implementation, budget monitoring, team coordination and donor reporting.

Demonstrated experience in managing or coordinating multidisciplinary project teams is required.

Experience working in a consortium or multi-partner project is highly desirable.

Experience in agriculture, rural livelihoods, climate resilience or related programming is highly desirable.

Experience coordinating with local partners, communities and relevant stakeholders is an advantage.

1.3 Foreign language skills

Strong communication skills in English (both written and spoken). Knowledge of additional local or international languages is an asset.

1.4. Miscellaneous

Willingness and ability to travel regularly to project sites, including remote and potentially challenging locations.

2. Social skills

2.1 Social skills

Cooperates with others when goals are mainly the same

2.2 Capacity for teamwork

Ability to work in a team

2.3 Intercultural competence

Ability to manage multiple priorities under pressure.

3. Disciplinary Leadership of staff

Disciplinary leadership of staff in a project

4. Responsibility

Largely independent performance of task within a given task-related scope of action and decision-making; alternative courses of action are possible

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.