

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 Project Officer (CBO) for the Myanmar Country Programme. The position will be based in Meiktila and requires frequent travel to project locations.

Job Description: Project Officer (CBO) (SG 06)

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: Project Officer (CBO) (m/f/d)

Title of Job Holder: Project Officer

Salary Group: SG 06

Immediate Superior (in disciplinary matters): Head of Project

Subordinate Position(s): None

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: Community-Based Organisation (CBO) Development, Community Mobilisation and Capacity Strengthening

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The Project Officer – CBO is responsible for the planning, coordination, implementation and monitoring of SEED activities related to community-based organisations (CBOs) and other community structures.

The position supports the establishment, strengthening and effective participation of CBOs in project implementation and community development processes. It works directly with community members, CBO representatives, Field Officers, Community Facilitators and other SEED colleagues to strengthen organisational capacities, inclusive participation, transparent decision-making and sustainable community-led action.

The position contributes to SEED's integrated approach by supporting CBOs and community structures to engage effectively with agricultural, livestock and other livelihood interventions and to strengthen their relationships with relevant service providers and stakeholders.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

- Coordinate day-to-day implementation of assigned CBO and community-strengthening activities in accordance with approved SEED workplans and approaches.
- Prepare detailed activity plans and schedules for CBO mobilisation, organisational development, training and follow-up.
- Facilitate participatory engagement with communities to identify appropriate existing community structures and understand their capacities, roles and development needs.
- Support the formation or strengthening of CBOs where this is included within approved SEED approaches.
- Organise and facilitate capacity-development activities for CBO members and community representatives.
- Conduct regular follow-up with supported CBOs and monitor progress in organisational development and agreed activities.
- Support CBOs to maintain appropriate organisational records and documentation.

- Promote transparent, participatory and inclusive decision-making within supported community structures.
- Identify organisational, participation or governance challenges affecting supported CBOs and coordinate appropriate follow-up.
- Maintain accurate and timely documentation of CBO activities, participation, capacity-development support and implementation progress.
- Prepare routine implementation updates and provide information required for project monitoring and reporting.

2.2 Duties without own area of responsibility

- Provide functional and practical guidance to Field Officers and Community Facilitators supporting CBO and community-engagement activities.
- Coordinate with the Project Officer – Agriculture where CBOs or producer structures are involved in agricultural and seed-related activities.
- Coordinate with the Project Officer – Livestock where community organisations or groups support livestock-related activities.
- Coordinate with the MEAL Officer on participant registration, organisational monitoring, data collection, verification and documentation of results.
- Support technical and management colleagues to engage appropriately with CBOs and community representatives.
- Support community structures to understand relevant SEED activities, eligibility criteria, responsibilities and project procedures.
- Contribute field information and implementation experience to project reports, reviews and learning processes.
- Support appropriate linkages between CBOs and relevant local stakeholders and service providers within delegated authority.

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

- Coordinate implementation of SEED activities relating to community-based organisations and community structures in the project's target areas in Mandalay Region.
- Map and assess relevant existing CBOs and community structures within assigned implementation areas using approved project approaches.
- Support participatory assessment of CBO capacities, including organisational structures, governance, participation, planning, record keeping and other areas relevant to their intended role within SEED.

- Develop practical capacity-strengthening plans with supported CBOs based on identified needs and the responsibilities envisaged for them under the project.
- Facilitate training, coaching and follow-up support for CBO members and representatives.
- Strengthen practical organisational capacities such as meeting management, participatory planning, documentation, record keeping and transparent decision-making where these are relevant to SEED-supported CBOs.
- Support CBOs to clarify roles and responsibilities among their members and encourage accountable organisational practices.
- Encourage meaningful participation of community members in decisions affecting project-supported community activities rather than substituting project staff decisions for community processes.
- Support community structures to communicate relevant decisions and project information transparently to their members and wider communities.
- Work with Field Officers and Community Facilitators to maintain regular engagement with CBOs and identify areas requiring additional follow-up.
- Coordinate with the Project Officer – Agriculture to support CBOs, farmer organisations or producer structures involved in SEED's agriculture and seed-production activities.
- Coordinate with the Project Officer – Livestock where CBOs or community groups have responsibilities connected with livestock activities.
- Facilitate linkages between supported CBOs and relevant service providers, market actors, community networks or other stakeholders where these relationships contribute to approved SEED objectives.
- Support CBOs to identify practical opportunities for continuing beneficial activities and relationships beyond direct project support.
- Avoid creating unnecessary project-dependent structures where existing legitimate community organisations can fulfil the required function.
- Support inclusive participation within CBOs and community activities and identify barriers affecting women, youth, persons with disabilities or other community members who may face barriers to participation.
- Monitor whether supported CBO structures and activities remain accessible and representative of the communities and groups they are intended to serve.
- Identify and report concerns relating to exclusion, concentration of decision-making, conflicts of interest or inappropriate control of project-supported community structures.
- Support transparent communication of participant-selection criteria, available project support and relevant CBO responsibilities.

- Ensure that CBOs do not make commitments regarding project assistance, participant eligibility or resource allocation beyond the authority delegated to them through approved project arrangements.
- Support community members to understand WHH feedback and complaints mechanisms and how these can be accessed independently of CBO leadership.
- Ensure that safeguarding concerns identified through engagement with CBOs or communities are referred through established confidential reporting mechanisms.
- Work with the MEAL Officer to ensure accurate documentation of CBO participation, capacity-development activities and relevant project results.
- Support monitoring of organisational changes and capacities among CBOs using approved SEED monitoring tools.
- Document implementation experience, organisational challenges, community feedback and lessons arising from SEED's work with CBOs.
- Contribute evidence and field observations to SEED reviews, reporting and learning processes.
- Support CBO participation in relevant project reflection, consultation and learning activities.
- Ensure that engagement with CBOs follows WHH safeguarding, accountability, conflict-sensitivity and do-no-harm requirements.
- Monitor community-level tensions or disputes associated with CBO formation, membership, representation or project activities and refer significant concerns through appropriate project management channels.
- 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 in Community Development, Development Studies, Social Sciences, Rural Development, Sociology or another relevant field.
- Relevant training in organisational development, community mobilisation, facilitation or participatory development is an advantage.

Professional Experience

- At least 3 years of relevant professional experience in community development, community mobilisation, civil society strengthening, CBO development or related programming.
- Practical experience working directly with rural communities and community-based organisations.
- Experience facilitating participatory community processes and capacity-development activities.
- Experience supporting organisational development, governance or community-led planning is desirable.
- Experience supporting field-level implementation and monitoring of development projects.
- Experience with donor-funded development programmes is desirable.
- Relevant experience working with communities in central Myanmar is an advantage.

Professional Skills and Competencies

- Good understanding of community development and participatory approaches.
- Good understanding of the role, opportunities and limitations of community-based organisations in development programming.
- Strong community facilitation, communication and relationship-building skills.
- Ability to support organisational development without taking over decision-making responsibilities from community structures.
- Ability to recognise issues relating to representation, exclusion, power dynamics and conflicts of interest within community structures.
- Good training, coaching and capacity-development skills.
- Good planning, organisation and documentation skills.
- Ability to work effectively with communities, CBO representatives, field personnel and multidisciplinary project teams.
- Understanding of accountability, safeguarding, conflict sensitivity and inclusive participation.
- Good Myanmar-language communication skills and working ability in English.
- Good basic digital skills for project communication, documentation, monitoring and reporting.
- Willingness and ability to travel regularly within SEED implementation areas.

- Basic skills in the responsible use of generative AI tools for professional tasks such as activity planning, organising field information and drafting routine reports, with appropriate human verification and attention to confidentiality and data protection.

3. Disciplinary Leadership of staff

None

4. Responsibility

- The Project Officer – CBO has operational responsibility for CBO and community-strengthening activities assigned to the position within approved SEED workplans.
- The position may provide functional guidance to Field Officers, Community Facilitators and other implementation personnel supporting CBO activities.
- The position has no disciplinary leadership responsibility.
- The Project Officer – CBO supports community organisations to make their own decisions within their legitimate roles and does not exercise authority on behalf of CBOs or determine their internal decisions.
- The position does not independently approve participant entitlements, budgets, expenditure, procurement, contracts, grants or changes to project scope.
- Significant concerns relating to CBO governance, safeguarding, conflicts of interest, community tensions or misuse of project-supported resources must be referred through the appropriate management 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.