CARE International is one of the world’s largest independent development and humanitarian organizations dedicated to ending poverty and injustice. CARE’s vision is a world of hope, tolerance and social injustice, where poverty has been overcome and all people live in dignity and security. Since 1995, CARE International in Myanmar (CARE Myanmar) has worked in partnership with remote, rural, conflict-affected and urban communities, government and non-government actors to reach those affected by humanitarian crisis and living in extreme vulnerabilities through a non-religious and non-partisan approach.

Putting women and girls at the centre of our work, whilst equally focusing on engaging men and boys, CARE Myanmar’s 15-year Long-Term Programs focus on achieving lasting change for women and girls in urban areas; and women and girls in remote, rural and conflict-affected areas. CARE International Myanmar is currently working with around 200 staff currently operating from 8 field offices across Myanmar, supported by our main office in Yangon.

CARE International in Myanmar is looking for a suitable candidate for the following position:

**Project Assistant (1) Position _ National**
Basic Salary + 13th Month Salary + 14th Month Salary + other Benefits

**Grade:** B  
**Duty station:** Lashio  
**Supervisor:** Project Officer

**Purpose of the Role**
The Project Assistant (PA) will provide support to a range of project activities including administrative tasks, field travel, training, and project monitoring. The role will require frequent travel to remote rural areas in Lashio area.

The PA will contribute to support the implementation of project activities at the community level in Lashio.

This position may be required to travel to communities frequently and overnight stays may be required.

**MAIN RESPONSIBILITIES**

**PROJECT PLANNING AND IMPLEMENTATION**
- Assist the team to compile and procure materials for project activities such as trainings;
- Provide logistical planning support to the team for trainings and workshops;
• Accompany the team to the field to support the roll-out of partner activities and contribute to activity report writing, record any materials or supplies distributed, prepare an attendance list and other project records;
• Assist with project training activities for partners and ensure that diversity and inclusiveness of participants is considered; and
• Assist the team to develop monthly work plans and to implement project activities as per the plan.

MONITORING AND EVALUATION (M&E)
• Conduct project monitoring during field visits and ensure timely submission of field reports with success stories to the Project Officer;
• Participate in data collection for project evaluations, research, and case studies;
• Participate in quarterly, mid-term, and annual reflection workshops; and
• Assist in documenting project activities, processes, emerging models, and lessons learned.

PARTNERSHIPS AND NETWORKING
• Provide clear explanations of the Project and CARE’s work in Myanmar to partners, communities and other stakeholders to build positive working relationships.

ADMINISTRATION AND OTHER DUTIES
• Assist the project officer to prepare travel request, per diem requests, and other logistics in a timely manner and in-line with project budget;
• Ensure that CARE financial, administrative, and procurement procedures and policies are followed; and
• Participate in regular team meetings as required.

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:
• To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
• Engage in emergency preparedness, assist in any emergency response as required;
• Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures;
• Demonstrate an ongoing commitment to gender equality, diversity and child protection; and
• Comply with CARE Myanmar’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:
• Minimum high school graduate (grade 11) and/or minimum 1 year relevant work experience;
• Minimum 2 years administrative experience, preferably with an International Non-Government Organisation (INGO) or private company;
- Demonstrated community mobilisation, participatory techniques, planning, training and facilitation skills desirable;
- Commitment to community development, preferably a member of the community;
- Good communication skills in Myanmar and/or local language and basic knowledge of English is an advantage;
- Ability to work within clearly defined routines and plans with minimal supervision;
- Good interpersonal skills including, open mindedness, willingness to learn, team spirit, good attitude and personality;
- Basic understanding of the term gender equality and child protection;
- Demonstrated flexible approach and ability to work under pressure and to organise and manage workload to meet deadlines; and
  Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality.

To apply for this rewarding position please send an application letter, along with a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager and copies of testimonials to the address below not later than 19th August 2020. Only successful candidate will be contacted for interview.

CARE International in Myanmar
No.7/13, Nanmatu Road,
Aung Saydanar Quarter,
Block (11), Lashio.
Email: MMR.Recruitment1@careint.org

*CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.*

*CARE is committed to Child Protection and Protection from Sexual Exploitation and Abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.*

**Note:**
- Application will not be successful if applied position is not mentioned correctly.
- For internal candidates: Applicants should inform the respective line managers at the time of application.