



Vacancy Announcement

Position:	Project Officer
Duty Station:	Mrauk U
Starting Date:	As soon as possible
Salary:	700,000 – 750,000 MMK (based on experience)

Organizational Context

The Local Resource Centre (LRC) is an officially registered LINGO which is providing capacity development to civil society organizations (CSOs) in Myanmar. Major activities of the LRC include 1) providing relevant and up-to-date information to CSOs to improve the socio-economic development of members 2) creating space and opportunity for Civil Society Organizations to dialogue with respective stakeholders 3) providing technical assistance to promote accountability and good governance among CSOs, and 4) conducting participatory research to address issues and areas pertinent to civil society development.

LRC is expanding its presence in Rakhine State (Mrauk U) to network and coordinate work with civil society organizations (CSOs) active in Rakhine State (Mrauk U) and nearby areas. The LRC is looking for an active and innovative Project Officer to undertake project activities in Rakhine (Regional Centre) effectively and efficiently.

The development project to be implemented in Rakhine state is a new area for LRC to expand its services to corporate and collaborate with CSOs, Local Authorities and communities in Rakhine state. This new multi-year project will be implemented in partnership with Relief International (RI) and funded by the European Union to commence this year.

Key Responsibilities

The Project Officer will have the following key responsibilities:

- Under the direct supervision of the Deputy Coordinator to implement project activities and Resource Center activities according to plans.
- Seek regular advice from the Deputy Coordinator in implementing activities and making ensure the effective flow of information in Mrauk U Office, and to INGOs / NGOs local authorities and communities in Mrauk U District areas.
- Regularly visiting, creating a trustworthy and smooth working relationship and following up with the activities undertaken by CSOs and LRC Change Agent networks.
- Assist to Deputy Coordinator to develop and maintain good relations with appropriate local government officials, respective local and regional leaders, CSOs Network/Consortiums as necessary in the project areas.
- Actively participate in relevant meetings and discussions, and provide feedback to Deputy Coordinator for issues which need further consideration
- Coordinate with Deputy Coordinator – Mrauk U based and Yangon based Technical teams to provide assistance for their activities.



- Work together with Grant Officer to make sure that good grant management of CSOs and CSOs Networking Committee are effective according to LRC and partner organization/donor guidelines.
- Organize and facilitate regular activities linked to the Resource Centre such as information events/workshops/roundtable discussions/youth forum etc.
- Build relationships, document lessons learned, and implement activities to learning of approaches of the Project.
- Assist the Deputy Coordinator in the preparation of quarterly and annual progress reports and Support/feed for LRC's information outlets (Website, newsletter, etc.).
- Complete monthly reports (according to organization guidelines) and undertake regular monitoring of project activities to achieve goals and objectives.
- Ensure that the project is maintaining LRC and donor accountability standards.
- Participate in and contribute to organizational learning processes, modeling good learning practice as a team, proactively sharing lessons learned.
- Any other tasks as required by the supervisor and Regional Coordinator.

POSITION REQUIREMENTS

Education

- Any University Degree

Work Experience and Skills

- At least 3 year experience in similar activities.
- Experience in designing and strategies to achieve project objectives effectively;
- Proven ICT skills, especially in the development of user friendly knowledge based documentation of experiences and Microsoft Office;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation and leadership skills.

Languages

- Fluent in Myanmar and fair in English writing and speaking
- Able to speak local languages would be considered as an advantage

Application information and requirements:

- This position was first advertised on **10th October 2019**.
- Deadline for applications is **23rd October 2019**.
- Interested and qualified candidates for either position should send the following: 1) an *LRC Application Form*, 2) *Cover letter*, 3) *Curriculum Vitae*, and 4) *one current passport-size photo* with 3 referees (email/ contact telephone number) will be required at time of interview to LRC at the following address:

HR Officer: (hr@lrcmyanmar.org)

LRC main number: 09 253 397 749, 09 253 397 750

Local Resource Centre

**2nd Floor, Building (99), Room (2A+B), Lamai Condo,
Myay Nu Street, Sanchaung Township, Yangon.**



- Applications that do not follow the requirements will not be considered. Please do not email applications larger than 2MB.
- Only short-listed candidates will be contacted.
- Interviews will be conducted in early to October 2019
- Start date for this position is November 2019 or earlier



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Local Resource Centre

APPLICATION FORM FOR POSITION VACANCY
(Please complete the following details as fully as possible)

Position Name: _____

Date: _____

Name: _____

Contact details:

Home Phone Number:

Mobile Number:

Gender:

Date of Birth:

(D) (M) (Y)

Languages: (Please state fluent/conversation/poor)

Education:

(Please state educational qualification/ institution / year / major subject)

Key Skills:

Referees:

(Please provide the name and contact details for at least two referees)

Signature of Applicant
