



Vacancy Announcement

Position:	Project Assistant	1 post
Location:	Mawlamyine	
Starting Date:	As soon as possible	
Salary:	370,000 – 375,000 MMK (based on experience)	

Organizational Context

The Local Resource Centre (LRC) is an officially registered LNGO 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.

The Local Resource Centre (LRC) is seeking a qualified and motivated individual to fill a vacancy in its office located in Mawlamyine. The project officer will be under direct supervision of the Project Officer, Mawlamyine.

Job Summary

The Project Assistant will assist in Regional Office function under the direct supervision of Project Officer and overall supervision of the Regional Coordinator. The Project Assistant will provide assistance in implementing the project related activities and ensure regular coordination and networking with CSOs across the region.

Key Responsibilities of Project Assistant

- Assist Project Officer on: buildings good working relationship necessary for LRC's program interventions with CSOs and other stakeholders.
- Create regular communication channels for LRC to work in a transparent and professional manner with the local community, the civil society and the authorities and state agencies under the supervision of project officer.
- Actively participate in relevant meetings and discussions, and provide feedback to Project Officer for issues which need further consideration
- Working closely with regional CSOs and networks who are actively addressing the issues of human rights and democratization process.
- Regularly visiting and following up with the activities undertaken by CSOs and LRC Change Agent networks.
- Creating a trustworthy and smooth working relationship with CSOs and LRC Change Agents.
- Identify key issues of interest to CSOs in the region to organize regular CSO dialogue/events and follow up on discussions and agreements.
- Organize and facilitate regular activities such as information events/workshops/roundtable discussions/youth forum etc.

- Assist Project Officer on Mentoring and Coaching to LRC sub-granted CSOs at regional area on Reporting and Documentation on grant related activities.
- Support/feed Project Officer to feed information for LRC's information outlets (Website, newsletter, etc.) and reports.
- Project Officer to produce Information materials for the Regional Centre, including online updating.
- Work closely with Project Officer and provide necessary assistance requested by the Yangon Office (H.Q).
- To ensure the effective flow of information among project intervention
- Coordinate with Yangon based technical teams to provide assistance for their activities in Mon State.
- Maintain regular day to day office administrative procedures at Mawlamyine office.

General

- Any other tasks as assigned by the Supervisor related to organization core program and operation.

POSITION REQUIREMENTS

I. Education

- University graduate

II. Work Experience and Skills

- At least 2 year experience in office assistance functions
- Proven ICT skills, especially in the use of Microsoft Office;
- Negotiation Skills with different stake holders and staff.
- Excellent communication skills (written and oral);
- Willingness to travel frequently to project sites and rural areas

Competency requirements:

- Displays cultural, gender, religion, race, nationality, age, conflict sensitivity and adaptability
- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Establish, build and maintain effective working relationships with staff and CSOs and other stakeholders to facilitate support for the project.

III. Language(s)

- Fluent Myanmar (written, typing and spoken)
- Not mandatory; written, spoken English
- Knowledge of a local ethnic language highly desirable

IV. Terms and Conditions:

- This position is a full-time role in LRC office, Mawlamyine.
- There is a three-month probation period.
- Employment conditions and entitlements are established to LRC policies and procedures.



V. Application information and requirements:

- This position was first advertised on **20 August 2019**.
- Deadline for applications is **2 September 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 253397749 ~ 53

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.



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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
