

Call for Project Officer (one position)
Terms of Reference (ToR)

1. Position Information

Job Title	: Project Officer
Reports To	: Program Manager
Location	: Kale
Contract Type	: Full-time
Duration	: 7 July 2025 to 31 December 2026
Basic Salary	: 800,000 MMK
Deadline for application	: 28 June 2025

2. Background

The Zomi Education Working Group is a grassroots, non-profit organization that aims to create educational opportunities for Zomi children whose education has been disrupted by the pandemic and political crisis. We are seeking a dedicated and detail-oriented Project Officer to support the efficient operation of our logistics and administrative functions.

3. Purpose of the Role

The Project Officer will manage daily project operations, ensuring they are executed, monitored, and reported on schedule while collaborating with stakeholders, including communities, partners, and government bodies.

4. Key Responsibilities

A. Project Implementation

- Lead field-level execution of project activities in line with the work plan and donor guidelines.
- Coordinate with community leaders, beneficiaries, and local authorities to ensure project buy-in.
- Organize training, workshops, and awareness campaigns.

B. Monitoring and Reporting

- Track project progress against indicators and update activity trackers.
- Collect and analyze data for reports (weekly/monthly/quarterly).
- Document success stories, challenges, and lessons learned.

C. Financial and Administrative Oversight

- Support budget tracking and ensure expenses align with project deliverables.
- Prepare procurement requests and supervise logistics for field activities.

D. Compliance and Quality Assurance

- Ensure adherence to organizational policies and donor regulations.

- Conduct field visits to verify implementation quality.

E. Other Duties

- Perform any other duties as assigned by the Management Team to support the organization's operations.

5. Qualifications and Experience

A. Education

- Bachelor's degree in Development Studies, Social Sciences, Education, or a related field.

B. Experience

- Experience in project management (NGO, Education or humanitarian sector) is preferred.
- People who have been working with ZEWG, as a volunteer and another role in previous activities, will be given priority.
- Familiarity with donor reporting is a plus.

C. Skills and Competencies

- Strong organizational and problem-solving skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and data tools (Kobo Toolbox).
- Excellent communication and interpersonal skills.
- Ability to work independently as well as a part of a team.
- Attention to details.
- Knowledge of procurement and inventory management processes.
- Ability to travel independently, probably with a motorbike, in Tedim and Tonzang Townships.

D. Language

- Fluency in spoken Zopau and Burmese.
- Communicable written skills in English.

E. Personal Attributes

- Culturally sensitive and adaptable
- Commitment to humanitarian principles: humanity, neutrality, impartiality, independence, and integrity

6. Key Performance Indicators (KPIs)

- On-time achievement of project milestones.
- Accuracy and timeliness of reports.
- Stakeholder satisfaction (beneficiaries, partners, donors).
- Compliance with organizational policies and donor requirements.

7. Reporting and Supervision

- The Project Officer will report directly to the Program Manager.
- Regular performance reviews will be conducted to assess progress and provide feedback.

8. Work Environment

- The position is based in Kale, with occasional travel to field sites as required.
- The role may require working outside normal office hours during emergencies or peak periods.

9. Application Process

- Interested candidates can apply for the position by filling up [this application link](#) by 28 June 2025.

- *Things to prepare for the application:*
 - Updated CV/resume, including contact information of 2 professional references.
 - A Cover letter outlining your suitability for the role (Can be written in Zolai, Burmese and English).

10. Application Timeline:

- Deadline: **28 June 2025**
- Invitation to submit reference letters: **29 June 2025** (Only shortlisted candidates)
- Deadline to submit reference letters: **1 July 2025**
- Interviews for the position: **3 July 2025** (Only who are shortlisted and who submitted reference letters)

11. Notes

- If you have any inquiry for clarification about the position, please reach out to us through info.zewg@zomieducation.org or zewg.edu@protonmail.com. **You can ask questions to these emails but applications sent to these emails will not be considered.**
- ZEWG has the right to not employ anyone who has applied for the position or to cancel this job advertisement due to an unsatisfactory candidate pool, budget cut, and changes in organization structure.