



MYANMAR
INSTITUTE
FOR INTEGRATED
DEVELOPMENT

Myanmar Institute for Integrated Development

VACANCY ANNOUNCEMENT

Inle Project Assistant

The Myanmar Institute for Integrated Development (MIID) is dedicated to the promotion of sustainable development, based on innovative and participatory approaches. MIID works with international donors, development banks, UN agencies, government institutions, and the private sector in the carrying out of studies and research. The institute undertakes development planning and project implementation in the fields of good governance, agricultural development, food security and nutrition, natural resources management, environmental protection and climate change adaptation. Focus is on providing support to peace building initiatives and integration of ethnic minority groups in mainstream development. Institutional and human capacity building is an integral part of our activities.

About the role

The Project Assistant supports the work of the MIID team in Nyaungshwe to develop support youth empowerment efforts, build awareness of lake issues and other MIID work. The Project Assistant is supervised by the Senior Technical Advisor

Duties and Responsibilities

- Support the development and implementation of the projects and programmes as required
- Support preparation of meetings and workshops
- Support in the preparation, translating, formatting and printing of documents
- Undertake administrative functions as requested
- Provide English/Myanmar translation and interpretation as required
- Support MIID accounting and finances
- Coordinate with the MIID Finance Officer and provide financial report(s) to the MIID office in Yangon
- Support field visit planning, scheduling and documentation
- Support logistics, coordination of teams, drafting field trip schedules – particularly for senior and visiting field trips, drafting and managing budget, liaison with MIID administration employee for area buses, flights, accommodation and allowances
- Support project field activities as requested, including community activities, interpreting, monitoring and data collection.
- Participate in sector forums, connect with relevant organisations and support the building of networks

REQUIREMENTS

- Bachelor's degree or equivalent. Work experience can be considered in lieu of bachelor's degree.
- Strong desire to work on social and environmental causes in village settings
- Good communication skills
- Background in the following fields preferred: social welfare, natural resources, finance and administration.
- Three years of work experience.
- Myanmar native speaker.
- Working English proficiency.
- Candidates that can also speak Shan, Innthar, Tuangyoe, Pa'O or other languages of the Nyaungshwe, Shan State area are strongly desired.
- Women are encouraged to apply.

To Apply

This is a local position for Myanmar nationals. Interested applicants should apply by providing

- A cover letter describing skills and experience that address the skills and experience required for the position
- A copy of CV with current contract details and two professional referees that can be contacted.

Applications are to be submitted to info@mmiid.org including "Programme Manager" in the subject line. **Submission deadline is March 10, 2020.** Early applications are encouraged. Competitive candidates may be contacted before the deadline. Only successful shortlisted applicants will be contacted.