



**KARUNA MISSION SOCIAL SOLIDARITY - LOIKAW (KMSS - LOIKAW)**  
**ကရုဏာလူမှုစည်းလုံးညီညွတ်ရေးအသင်း - လွိုင်ကော် (ကရုဏာ - လွိုင်ကော်)**

**EMPLOYMENT CONTRACT**

**Introduction**

KMSS-Loikaw is a local faith based social development organization under the Diocese of Loikaw, Kayah State. It was established on 23<sup>rd</sup> August, 1993 to provide relief assistance to the people affected by armed conflicts. Now, it is rendering social development services to local people regardless of ethnicity, faith and locality through the main five sectors: Education, Health, Livelihood, Social Protection and Emergency relief.

**Vision of KMSS**

Our people empowered, transformed and integrally developed.

**Mission of KMSS**

To serve our people, especially the poor, needy and marginalized by empowering them towards integral human development guided by the Gospel value and the social teachings of the Church.

Core values of KMSS	Guiding principles of KMSS
<ul style="list-style-type: none"><li>• Dignity of the human person</li><li>• Common good and community</li><li>• Option for the poor</li><li>• Stewardship of Creation</li><li>• Economic Justice</li><li>• Promotion of Peace</li><li>• Global solidarity and development</li></ul>	<p>Catholic and Ecclesial identity</p> <ul style="list-style-type: none"><li>• Participation of all stakeholders</li><li>• Accountability (downwards and upwards)</li><li>• Quality (service delivery, impact, professionalism)</li><li>• Strengthening Capacity</li><li>• Principle of subsidiarity</li><li>• Partnership</li><li>• Cooperation</li><li>• Transparency</li></ul>

In order to realize its vision and execute its mission, KMSS-Loikaw employs its human resources to deliver social services and engage its stakeholders and the staff contract is made based on the guiding principles and values in the purpose and context of the mission of the organization.

**Terms and Conditions of Employment**

Department: Program  
Type of Staff: Full Time  
Contract Period: From 01-January-2025 to 31-March-2025  
Office Station: Demoso Township, Kayah State





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1. This contract is made and entered into effective on 01-Jan-2025 by and between Name **Ignatio** NRC.No. 2/ Da Ma Sa (N) 026115 (hereafter referred as Employee) and **Fr.Edward Thant**, Director, Karuna Mission Social Solidarity-Loikaw (hereafter referred as Employer).
2. The Employer agreed to offer the employee the position of Project Officer.
3. Both parties agreed that the payment salary will be basically 450 USD (in words- four hundred and fifty dollars) and benefits package includes 6.66% for Gratuity, 8.34% for Annual Saving and, 5% for Staff Care and Development fund based on the basic salary amount and USD 10 for Medical benefit. All benefits are eligible to you according to KMSS HR Policy and procedure. The payment will be made according to monthly average exchange rate set by KMSS-Loikaw.
4. Both parties agree that the employee is entitled to all the benefits pertaining to "allowances," "benefits" and "entitlements" as stipulated in the "KMSS HR Policy."
5. Both parties agreed that the term of the contract is 3 months (from 01- Jan-2025 to 31-Mar-2025).
6. Both parties agreed that the Employer serves the right to extend the employment contract upon the satisfactory service rendered by the Employee.
7. Both parties agreed that the Employer reserves the rights to terminate the employment contract upon the dissatisfactory performance of the Employee.
8. Both parties agreed the Terms & Conditions of Employment of KMSS.
9. The Employee agreed to perform the duty at KMSS according to the attached responsibilities and job description, and any other assignment delegated by the Employer.
10. The working hour, from Monday to Friday, is 8:30 am to 4:30 pm include one-hour lunch break per day.
11. The Employee agrees to adhere to all the policies, principles, values, guidelines and regulations of KMSS.
12. Both Parties agree with all the statements mentioned above and hereunder sign with free and informed consent.

For and behalf of the Employer:

For the Employee:

Signature:

Name: Fr. Edward Thant  
Position: Director  
Date: 02-Jan-2025

Signature

Name: Ignatio  
Position: Project Officer  
Date: 02-Jan-2025



## Job Description

**Position – Project Officer**



**Report to – Project Manager**

### **Job Purpose**

Under the supervision of the Project Manager, the Project Officer will be responsible to oversee leading, coordinating and ensuring the high-quality implementation of project activities. The Project Officer will oversee close coordination with partner office and beneficiaries in the targeted locations and ensure the effective implementation of project activities in the field.

### **Duties and Responsibilities:**

- Manage day to day operation and implementation of the project activities according to the proposals and approved budgets
- Develop and manage a detailed project schedule and work plan(monthly)
- Coordinate with M&E Manager for data/indicators cross check and verification
- Assist PM for effective implementation of planned activities and timely reporting
- Make logistics arrangements for meetings, trainings and activities related to the project
- Organize project target groups, beneficiaries and provide trainings in project areas
- Supervise project field officers, volunteers and provide necessary technical support to them
- Assist the project manager in writing narrative reports (monthly, quarterly, six monthly and yearly)
- Ensure all project documentation and reports are produced on time
- Collect field trip and monthly activity reports from project field officers and submit to PM on timely manner
- Work closely with logistics officer for timely purchasing and distribution of project materials to target beneficiaries
- Support PM in new project proposal writing when required
- Support PM in networking with key stakeholders working in the project areas
- Conduct regular field visit to ensure smooth implementation of the project activities
- Support PM to ensure to manage all aspects of the project cycle including planning, implementation, monitoring and reporting
- Undertake other duties assigned by the Director

### **Essential Qualifications, Experiences and Skills**

- Any bachelor's degree or relevant certificates
- Minimum two years of experience in livelihood project management
- Ability to work under pressure and meet deadlines
- Good computer literacy (Microsoft word, excel, power point, internet & email)
- Good command of English in both written and spoken is preferred
- Excellent interpersonal, communication and negotiation skills
- Ability to work until the end of the project
- Ability to travel(day & night) to target areas