Vacancy Announcement #006-2024
Dated: 8th March 2024

Sopyay Myanmar Development Organization (SMDO) is a local non-governmental organization, working in DRR, WASH, and Community Driven Development area. SMDO is working under Local NGO registration number 1/Local/0249. SMDO is now seeking a qualified candidate for Project Coordinator.

Position: Project Coordinator
Grade: D
Numbers of post: 1
Duty Station: Yangon and frequently travel to the project area
Gender: Male (or) Female
Period: 3 months-probation, one year contract basic with possible extension
Reporting to: Programme Director
Closing Date: 20th March 2024

Personality:
Expected a person who is dedicated, hardworking, confident, and competent, has good cooperation skills, candidate must have qualifications relevant to the job position, is self-respected, motivated, and respectful to others and your team, your works, your beneficiaries, your implementing partners and your environment, be polite and built-up trustful communication and Humanitarian ethic respected personnel.

Role and Responsibility
As Project Coordinator coordinates among Senior Manage Team and Project leaders and communicates them along with the planning, progress monitoring and tracking activities, mentoring, coaching, compromising to get reach out of the projects’ targets and achievements and reporting. Other communication and coordination in trainings, workshops, meetings, liaison in programme and projects related platforms representing to the organization in line with its roles and responsibilities. And keep records of the documentation along with your works and reporting in accordance with the guidance and principle of the organization.
He/She will work under the direct supervision of the Programme Director and the overall guidance of the Program Unit to coordinate the implementation of the ongoing projects and support activities for Localization and Organizational strengthening processes.

Needed Qualification:
- Master or bachelor Degree in social science or related field
- Experience from working as Project Manager or Project Coordinator in a humanitarian/recovery context.
- Strong communication skills, with excellent written and spoken in English.
- At least 5 years’ experience in similar position preferably in the humanitarian sector
- Strong experience of project management and implementation
Proficient using Microsoft Package and Advance excel, email, outlook and work-related technical fields.

Good Personality, self-consciousness to build the good working relationship.

Documented results related to the position’s responsibilities.

Previous experience in coordinating community needs-based training, including curriculum development, training oversight, and quality implementation.

Ability to work in a complex environment with multiple tasks and short deadlines.

Strong ability to work and communicate within a team, results oriented and decision-making skills

Demonstrated ability to exercise confidentiality and professionalism.

Experience with program start-up (Emergency Response/Contingency Planning Process)

Understanding humanitarian work and sharing the humanitarian values of the organization

Strong knowledge on humanitarian organizational culture and nature and invest your knowledge on localization promotion and organizational strengthening processes

Self-confident and self-motivated person to extend experience and competence to work with under pressure.

Able to take a trip immediately in accordance with job nature as necessary and able to sleep over in the project villages according to the job assignment.

Respected to co-worker (team) and obedient the setout principles and guidelines of the organization.

Job Description:

- Coordinate all projects movement, targets, progresses, achievements.
- Chair and facilitate meetings where appropriate and distribute minutes to all relevant stakeholders.
- Accept all project’s Log frame and keep tracking.

Coordinate and collaborate with each project leaders and teams in area of;

- Project planning
- Events, trainings, meetings on all projects
- Issues, problems, obstacles if it is occurred in due course.
- Organizing, attending, and participating in stakeholder meetings
- Support the project leaders and teams with organizational principles, guidelines, policies,
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Supervisor role on all project leaders
- Coordinate, communicate, collaborate and consult with Programme Director in time-to-time discussion on any issues, problems, obstacles.
- Liaison with UN/INGOs/NGOs related to SMDO current project themes and sectors.
- Coordinate with each supporting department (HR, M&E, Admin & Finance, Logistic) both HQ and field office with regards to balancing between the project implementation and respective supporting departments
- Documenting, coordinating and managing to be acting on decisions from meetings.
Coordinate and control in the preparation of all sorts of meeting settings as necessary

Solely responsible for project management on ToGETHER projects;

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures
- Ensuring project deadlines are met.
- Undertaking project tasks as required and developing project strategies.
- Ensuring the project adhere to frameworks and all documentation is maintained appropriately for the project.
- Assess project risks and issues, obstacles and changes and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solutions.
- Create the team to be skillful and splendid for fulfilling projects’ goals and objectives.

- Other job duties as assigned by supervisor.
- Attend any kind of capacity-building training assigned by the Senior Management team.
- Reliable to tackle the problems and issues during your tasks with regard to the humanitarian code of conduct, organizational guidelines, and principles.
- Communicate, compromise, coordinate, and cooperate in every manner of interconnection with SMDO team members (Senior Management, Operation team, M&E, and other counterpart relationship)
- Speak up and give any feedback and suggestion in a time-to-time manner to promote your work and your organization.
- Never ever related to any kind of conflict of interest, Fraud, and corruption
- Ensure coordination with the project team and to behave report back with consistency.

**How to apply**

Interested candidates should apply by submitting their Cover Letter, Curriculum Vitae and contact details of 3 Referees by email to sopaymyanmar.logistic@gmail.com. Please use subject heading: “Application for Project Coordinator based in Yangon”.

**Please Note:** We regret to inform you that only short-listed candidates will be contacted for interviews. SMDO is committed to the well-being of Protection of Sexual Exploitation Abuse (PSEA). All staff are required to sign and adhere with CoC and PSEA policy at all the time.