



VACANCY ANNOUNCEMENT

| | |
|---------------------|--|
| Position Title | Area Coordinator |
| Location | Thanlyin, Yangon |
| Employment duration | Initial one year with scope of further extension |
| Reporting to | Program Coordinator |
| Start Date | As soon as possible |
| Office Address | No. 14 Hnin Si Street, Tosta Garden, Thingangyun Township, Yangon, Myanmar |

(1) Background

FIN Myanmar is a social enterprise established in September 2023 with an aim to improve the quality of lives of people in need through improved their livelihood, access to basic services and capacity to stand with natural and manmade shocks.

(2) Our Vision and Mission

An empowered and resilient society that can continue to pursue an improved life and stand with any shocks and disasters.

Our mission is to work with communities to improve their quality of life through improved livelihood, access to basic services and capacity to stand with natural and manmade shocks.

(3) Our Values

Everything we do is shaped by our six values:

- Respect
- Accountability
- Courage
- Collaboration
- Innovation
- Integrity

Key Responsibilities:

- Working in guidance of Program Coordinator for implementing the projects in Thanlyin.
- Monitor the projects' progress regularly and ensure all system related to project implementation and monitoring are on track.
- Supervise the Community Mobiliser and closely work with the Livelihood Consultant and FIN team members to make sure everything is going well as planned.
- Arranging necessary preparation for the field visits by HQ staff and external, trainings, workshops and other activities along with the Community Mobiliser.
- Prepare the situational report weekly basis and monthly progress report and submit to Program Coordinator.
- Ensure the quality and timely reporting of each project.



- Ensure all the documents are well kept in accordance with the enterprise's policy.
- Any reasonable official duties as requested by the line manager.

PERSON SPECIFICATION

Qualifications and Experiences:

- A university degree is required in Social Work, Community Development, Business Administration or other relevant discipline.
- Have at least one year of experience in a similar work.
- Demonstrated ability to carry assigned tasks thoroughly, pleasantly, professionally and without close supervision.
- Ability to communicate verbally and in writing, in English and Burmese languages.
- Ability to use word, excel, PowerPoint and email, internet.

Other skills and personality requirements:

- Able to commit to enterprise values and child protection policy
- Problem solving and analytical skill
- Cross cultural awareness and sensitivity
- Good team player
- Ability to work under pressure with numerous deadline and priorities
- Flexible and adaptable approach to working in a changing environment
- Empathy with enterprise's vision, mission and goal
- Demonstrate high level of accountability towards the assign role

Applications

Closing date: Thursday, 2 May 2024.

Applications for this role must comprise of:

- A cover letter showing the interest and eligibility of the applicant (max 1 page)
- A curriculum vitae (max 4 pages). The CV must include at least two professional referees (referees will not be contacted until after interviews, with permission from the candidate)
- Late or incomplete applications will not be accepted
- Any undue pressure to influence the selection process will disqualify the candidacy

Please **note that only shortlisted candidates will be contacted.** Shortlisted candidates will be called for a written test and interview. Written test and interview will be held in FIN Myanmar office in Yangon. A second interview may be requested if required.

FIN Myanmar is committed to welcome people from the widest possible diversity of backgrounds, cultures and experiences. We will make any practical adjustments to enable suitable disable people to participate fully in the interview process, and if selected, afterwards in an office environment. Please let us know if you have a disability and require any special assistance.



Email your letter and CV to: friendinneed.myanmar@gmail.com by Thursday, 2 May 2024.
The subject line of your email should read as **“Application for Area Coordinator, FIN”**.