

Field Coordination Officer – Myanmar

Background

SoCha intends to submit a proposal to provide the client with monitoring, evaluation, and learning (MEL) expertise, as well as training services, to strengthen the ability of the client to monitor and learn from its activities.

This activity has three primary objectives:

1. Improve capacity to design, implement, and monitor strategy.
2. Increase the effectiveness of evaluations and assessments.
3. Improve learning capacity throughout the program cycle.

*** Experienced Burmese citizen and residents are encouraged to apply ***

Scope of Work

SoCha is seeking a full-time, qualified individual to fill the role of Field Coordination Officer. The position will be full-time and based in Yangon. Responsibilities will include:

- Coordinate with the projects support functions (such as venue managers, security, and travel agent), drivers, suppliers, and field teams to ensure they are fully informed of operational protocols and requirements for the successful delivery of project activities.
- Maintain a strong contextual understanding of localities across Myanmar and advise project staff and consultants on relevant and required protocols to ensure project activities are carried out successfully.
- Liaise with authorities to facilitate project staff access for carrying out fieldwork.
- Continuously monitor and ensure all required approvals are received from respective authorities for the project to execute field work.
- Other duties as assigned by supervisor or Chief of Mission Support.

Minimum Qualifications and Experience

- A minimum of a bachelor's degree.
- At least five (5) years of experience serving in a related position, liaising with local authorities and facilitating access for fieldwork.
- Proficiency in Microsoft Office applications, particularly Word and Excel
- Strong networks and experience liaising with relevant authorities to arrange required approvals and authorizations.
- Exceptional organizational skills and attention to detail.
- Excellent communication skills in English and Burmese.

Location

Yangon, Myanmar

How to Apply

To submit your application, kindly provide your CV via the following link:

<https://jobs.socha.net/field-coordination-officer-myanmar/04/22/2024/>

Position will remain open until a suitable candidate has been identified.