

**AMDA Myanmar Country Office**

No.483, 8A, Aye Yeik Thar Condo,
Aye Yeik Thar 2 St, Bahan Township,
Yangon, Myanmar

Tel. +95 94 5333 6814 e-mail: amda.myanmar@gmail.com

Date: 15th May 2024

VA/MGY/24/001

VACANCY ANNOUNCEMENT

Position	Community Development Facilitator (CDF) – Palaung and Shan Speaker
Number of Position	1
Duty Station	Mongyai Township, Northern Shan State
Reporting to	Community Development Facilitator Team Leader
Travel Requirement	Field Office (20%) and Travels to Project Areas (80%)
Contract Type	Project Base Contract with initial 3-months probations
Contract Duration	From May 2024 to October 2024 (extendable)
Benefits and Allowances:	Competitive Salary with Attractive Employee Compensation Packages (Health Care Insurance, All Public Holidays & Paid Leaves, Travel, Communications and Severance Allowances)
Application Deadline	22 May 2024, 5 pm
Submission of your application	<p>Interested candidates are invited to submit the following documents by email amda.myanmar@gmail.com citing 'Community Development Facilitator' in Mongyai' in the subject or by delivery to AMDA Myanmar Mongyai office No. (150), Pyi Daung Su Road, Ward 3, Mongyai.</p> <ol style="list-style-type: none">1) Covering letter (please state expected salary)2) Detail Curriculum Vitae with a recent passport-size photograph, and two referees addressed3) Copy of a valid Motorbike driving license4) Copies of education certificates, any other relevant certificates or qualification evidence <ul style="list-style-type: none">- The documents sent will not be returned to an applicant.- Only the shortlisted will be contacted for on-line interview.
For Further Information	amda.myanmar@gmail.com

AMDA (Association of Medical Doctors of Asia) is a non-profit, non-governmental, non-political organization formally established in 1984 in Japan. AMDA Myanmar is one of the very few international NGOs that started its project in late 1990 and successfully signed a Memorandum of Understanding with the Ministry of Health in December 1996. We first started the health development project in Meiktila, Mandalay and for more than 25 years, we have been

continuing to work for the most vulnerable people in the field of public health in the rural areas mainly in Mandalay and Magway of the Central Dry Zone and Shan state including the Kokang Self-Administered Zone up until now. The projects have been implemented in partnership with the Ministry of Health of Myanmar, with the support of private donations, the Ministry of Foreign Affairs of Japan, Japan International Cooperation Agency (JICA), UN agencies, and other prominent global partners.

Background of the Project

AMDA Myanmar is starting '*Maternal and child health improvement project in the mountainous area of Mongyai Township in northern Shan State*' (MCH II), funded by the Ministry of Foreign Affairs of Japan (MOFA), aiming to improve maternal and child health in the 30 villages of Mongyai Township in Northern Shan State. The MCH II train community health volunteers who play a key role in reaching the target mothers and children and disseminate advice and information for them to improve their nutritional and hygiene status. The Project will also facilitate toilet construction to promote a hygienic environment and support the community and public health service providers to develop their cooperation.

Main duties and responsibilities

The Community Development Facilitator (CDF) is expected to facilitate field-level activities (data collection, data entering, training, workshops, and various types of meetings) and work closely with the community under the supervision of a line manager. Although the duty station is the field office in Mongyai, CDF will be engaged in extensive fieldwork in a challenging living environment.

Field activities implementation/management

- To carry out data collection
- To prepare and conduct the planned field activities implemented successfully as planned

Planning, Monitoring, and Reporting

- Under the supervision of the line manager, plan activities and make regular monitoring to ensure the activities are on track. To review the activities and update them.
- To provide regular updates/progress on field activities and findings for the line manager.
- To prepare and submit quality progress reports and necessary data/ information to the line manager within the agreed timeframe.
- To prepare any other reports as required

Coordination / Collaboration

- Under To coordinate the community to complete the project activities successfully
- To develop and sustain a partnership among the project beneficiaries, related personnel of the township, and other levels and AMDA

- To liaise community, line department, and other agencies as per instruction of the line manager

Others

- To follow the AMDA security guidelines to ensure the safety and security of AMDA staff on the field
- To ensure maximum and efficient utilization of human, physical, and financial resources
- To perform other tasks delegated by the line manager

Knowledge, skills, and abilities

- Aware of the common health issues in the rural area and having experience of responses to those matters
- Able to work together with vulnerable members of the community sensibly, respecting their ownership and culture;
- Having a good understanding of the community-based approach and the ability to use the technique
- Having excellent communication skills to maintain good relationships with the community
- Be cooperative and eager for teamwork to successfully achieve project objectives
- Having strong stewardship skills around financial and resource management;
- Highly motivated, with a constructive and engaging attitude
- Able and flexible to understand the cultural, and health environment and work with the communities
- Have the ability and motivation to travel and work long continuous days in remote villages in the Project site
- Confident and cooperative, even under pressure
- Have strong interpersonal skills, keen to develop strengths and improve weaknesses of his/herself
- Demonstrate commitment to AMDA Myanmar's core values

Education Background

- University degree in social science or relevant subjects (please submit a copy of the relevant document)

Work Experiences

- Minimum one year of professional working experience in community development work, preferably in the NGO/INGO sector



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IT Skill

- Proficiency in MS Office Applications (Word, Excel, PowerPoint)

Language

- Proficiency oral in the local language (Both Shan and Ta'ang-Palaung) is a must.
- Proficiency of written in local language (Shan) is preferred.

Vehicle

- Valid motorbike driving license (please submit a copy of the license)