
Name position:	Liaison & Security Coordinator
Reports to:	Manager of Operations
Duty station:	Yangon
Date:	01/05/2024

Purpose of the position

The Liaison and Security Coordinator is responsible for organization safety and security, ensuring a positive relationship including reporting to relevant external stakeholders officials at all levels (National, State, and Township levels) and presenting ZOA in a professional and credible way to relevant external stakeholders contacts.

Responsibilities and Main Activities

Security

- participates in interagency networking around security at country level
- ensures that all staff receive and understand the Local Security Plan and ensures staff compliance with the plan;
- Provide Security Training to Local Partners
- Assist partners ZOA and partners to update security plans and staff have the knowledge to adhere to the security plan
- responsible for the operational (day-to-day) implementation of ZOA Security Management in a ZOA programme area
- maintains good security practices in their respective programme area and its local partners
- assists the Country Director in keeping the Local Security Plan updated for their respective programme area;
- follows up on security incidents, and ensures they are properly dealt with and reported;
- takes responsibility for the security of ZOA staff and assets in their respective project area

Liaison

- To provide informed advice to the Country Management Team (CMT) on all aspects of ZOA interaction with the external entities.
- To provide timely advice on the changes in policy and laws of external stakeholders in relation to the operations of NGOs in Myanmar
- On behalf of ZOA Myanmar report to relevant external stakeholders
- Travel, visa and protocol arrangement.
- Require to travel if needed.
- Any other duties requested by the ZOA

Logistics

- Responsible for procurement of good to support the country office
- Maintain a role in ERP for transparent procurement

Required qualifications:

- Myanmar National
- Master/Bachelor degree in Administration or another relevant subject
- 5 years of experience working in the related area
- Experience of working in INGO

- Ability to work in team proactively and with initiative
- Good interpersonal and communication skills
- Flexible, reliable and trustworthy
- Good working knowledge of English (verbal and written).
- Good working knowledge of Microsoft Office software
- Preference to have typing skill in the Myanmar Language. (Pyidaungsu Font)

Please send CV and cover letter in English, and two references by email to recruitment.cdn@zoa.ngo (please include the reference in the subject line)

The closing date for applications is **24 April 2024 at 05:00 pm**. Only short-listed candidates will be contacted. Interviews will be held on a rolling basis.