



VACANCY ANNOUNCEMENT

AYO is seeking competent individuals to assume the role of **Community Facilitator**. The selected candidates will be responsible for delivering professional and timely support throughout the entire project cycle management process for earthquake response activities. This includes supporting relevant data collection, organizing and facilitating community meetings, providing quality assistance to line Supervisor and ensuring the successful implementation of earthquake response interventions. The Community Facilitator will be accountable for leading project activities at the community level, monitoring progress in activity implementation and reporting to supervisor. key results, deliverables, and communication with stakeholders, partners, and fellow humanitarian/development actors. This position reports to the Project Manager/Project Officer and serves as an integral member of the Head Office program department.

AYO invites qualified applicants to apply for the following position.

Community Facilitator **(Ref: AYO/VA/2025/004)**

Program Name : Emergency Response Program (Multisectoral)
Duty Station : Mandalay Region and Sagaing Region
Reports to : Project Manager/Project Officer
Starting Date : As soon as possible
Number of Opening : **40 Positions**
Education Level : Bachelor's degree in a relevant field or equivalent practical experience.

Minimum requirements:

- ☐ At least a high education level is required (ability in workable written)
- ☐ Having local knowledge and geographical experience is an advantage
- ☐ Ability to travel in difficult circumstances
- ☐ Ability and willingness to learn in data collection, monitoring, and evaluation tools.
- ☐ Demonstrable understanding of gender equity, diversity issues, and their relevance.
- ☐ Willing to learn program activities, especially in the humanitarian sectors
- ☐ Proficiency in Microsoft Office applications, including Excel and Word, is also an advantage
- ☐ Fluency in the local dialect is an advantage.

Duties and Responsibilities:

- ☐ Mobilize communities and lead implementation of all village-level program activities in the assigned area, including conducting meetings, facilitating discussion sessions focused on identifying community issues related to social and economic development, developing action plans to address these issues, capacity development of the village representative committee, and direct supervision of the project activities i.e rehabilitation and reconstruction works, distribution of humanitarian aid, etc

- ☐ Participate in identifying beneficiaries and implementing project activities according to the work plan.
- ☐ Participate in all project activities to ensure quality under the supervision of the Project Manager/ Project Officer.
- ☐ Assist the Technical Specialist in organizing and facilitation of training(s), workshop(s), forum(s) and awareness raising activities.
- ☐ Assist the MEAL Officer in data collection and reporting with data collection tools...
- ☐ Conduct key informant interviews and focus group discussions as part of monitoring and evaluation activities; participate in analysis of data and identification of lessons learned.
- ☐ Document all program activities, achievements, and challenges in weekly and monthly reports.
- ☐ Provide logistics, organizational, and translation support for training, monitoring and evaluation, community mobilization, and other project events.
- ☐ Perform other duties as assigned by the Project Manager.

Note: The applicant shall abide by the AYO's Code of Conduct, Safeguarding and be responsible for ensuring that the workplace is free from Sexual Exploitation and Abuse (SEA)

Applicants should submit their Application Letter, current CV with complete contact details, photocopies of certificates, 2 professional referees, and indicate "position applied" to

hr-ygn@aryoneoo-ngo.org and info@aryoneoo-ngo.org .

DEADLINE for APPLICATIONS: As Soon As Possible

(We encourage early submission of applications as candidates can be hired before the deadline)

Only short-listed candidates will be invited for an interview. We are not obliged to return received applications.