

## Vacancy Announcement (VA-024/2025)

<b>Position</b>	<b>Project Coordinator</b>		
<b>Report To</b>	<b>Head of Programme</b>		
<b>Department</b>	<b>Operations - Eurasia</b>	<b>Job Location</b>	<b>Myanmar</b>
<b>Type of contract: Operational Consultancy Contract (National)</b>			
<p>The purpose of the Project Coordinator position is to oversee and manage the planning, execution and closing of the assigned project. The position holder will be responsible for ensuring that projects are completed on time, within budget, and meet the required objectives. The Project Coordinator provides close support to the Implementing Partner (IP) and acts as a liaison between IP, stakeholders and the Head of Programme, facilitating effective communication and coordination.</p>			

<b>Professional Requirements</b>	<b>Behavioural Competencies &amp; Work Experience</b>
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>University degree in social sciences or related field</li> </ul> <p><b>Professional Competencies</b></p> <ul style="list-style-type: none"> <li>3-4 years' experience in a community-based organization, preferably in a humanitarian context</li> <li>Strong reporting and writing skills.</li> <li>MS proficiency (Microsoft Word, Excel, outlook, etc.).</li> <li>Strong planning and organizing skills.</li> <li>Previous experience from working in complex and volatile contexts.</li> <li>Fluency in English, Burmese, written and spoken; other local languages are a plus.</li> <li>Experience from working in a humanitarian/recovery context preferable.</li> </ul>	<p><b>Behavioural Competencies</b></p> <ul style="list-style-type: none"> <li>Working standards reflect a high level of integrity, ethics, and confidentiality.</li> <li>Planning and delivering results.</li> <li>Attention to detail.</li> <li>Communicating with impact and respect.</li> <li>Compassionate and caring.</li> <li>Cultural sensitivity.</li> <li>Collaborating across departments.</li> <li>High sense of accountability.</li> <li>Capacity to handle competing demands and tight deadlines.</li> <li>Coping with change.</li> <li>Capacity to handle insecure environments.</li> </ul> <p><b>Work experience:</b></p> <ul style="list-style-type: none"> <li>3-4 years' experience in a community-based organization, preferably in a humanitarian context</li> </ul>

<b>Organisation/ Structure</b>
The Project Coordinator will report to the Head of Programme, and will not have any direct staff reporting to the position.

## General Description and Main Activities

### Generic Responsibilities:

- Work within the framework of Organization's core values, promoting its ethos and mission statement.
- Ensure familiarity with and adhere to all Organization's policies and procedures.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in Organization's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with Organization's work and reporting concerns if they do arise.
- Perform any additional tasks as requested by line manager.

### Specific Responsibilities:

#### **Project implementation & follow-up**

- Participate in the drafting of annual and monthly project work plans, budgets, and monitoring plans in consultation with Head of Programme, Finance team, MEAL team and other relevant team members.
- Oversee the implementation of activities, in accordance with project work plans. Update workplan on a monthly basis.
- Ensure accurate monitoring and reporting on all project activities, including supporting documents and conduct field visits to project locations to assess quality of activity implementation.
- Assist in the formal closure of project, including conducting post-project evaluations, capturing lessons learned, and archiving project documentation.
- Build and strengthen Organization's relationship with key stakeholders.
- Lead and facilitate activities/engagement when required.

#### **Partnerships & External relations**

- Oversee the project implementation with the Implementing Partner.
- Ensure that project implementation of partner is on track and respecting donor guidelines.
- Support Implementing Partner in the recruitment process for consultants, including job description, evaluating candidates, conducting interview and onboarding of new hires as needed.
- Mentor and support the Implementing Partner to build capacities, improve efficiency and performance, and encourage staff growth and development, in coordination with relevant teams.
- Ensure effective communication by leading weekly meeting with Implementing Partner to ensure efficient internal coordination.

#### **Communications**

- Provide good quality material (photos, videos, stories from the field) about the project and timely reports to showcase project outcomes and achievements in external communication material.
- Support in drafting speaking points and messages for team members.
- Support implementation of communications strategy including activities, campaigns, events, and other initiatives.

#### **Safety & security**

- Analyze and monitor the security context in the project locations, suggesting mitigating measures to the Security Team.

- Support the Implementing Partner in developing risk assessment.
- Ensure security incidents are timely reported to Security Coordinator and HoP.

**Admin/Finance**

- Ensure Procurement Requests are accurate and raised in a timely manner.
- Ensure timely and accurate submission of advance requests. Ensure timely closure of advances.
- Oversee the implementation of activities by project team, in accordance with project budget and available funding. Update forecast on a monthly basis. Flag any over expenditure and work with the finance department to ensure adherence to financial guidelines.
- Ensure accurate monitoring and reporting on all project expenses, including supporting documents.
- Submit timesheet and invoice in a timely manner.

**Compliance**

- Manage safe keeping of information and knowledge, including filing of program documents and materials. Ensure implementation respects donor rules.

**Conditions**

- Position : Project Coordinator
- Contract: Till Dec 2025
- 100% full-time position
- Preferred start date: 15/06/2025

**Application**

To apply, please send your CV, cover letter through this link no later than **13 May 2025**.

[https://forms.swissrmonline.ch/240811600402338?xvna=Project%20Coordinator%20-%20Myanmar/Thailand%20\(National\)&xvnu=VAC1134&xsou=%25mediaName%25](https://forms.swissrmonline.ch/240811600402338?xvna=Project%20Coordinator%20-%20Myanmar/Thailand%20(National)&xvnu=VAC1134&xsou=%25mediaName%25)

All applications will be kept confidential. Please note only shortlisted candidate will be contacted for further process.