

Vacancy Announcement

Emergency Response Coordinator (m/f/d)

Following the recent major earthquake affecting multiple regions in Myanmar—including Nay Pyi Taw, Sagaing, Mandalay, and Southern Shan, our organization initiated a multi-sectoral emergency response to address the urgent needs of displaced and affected populations. To ensure efficient implementation, coordination, and oversight of this response, the organization is recruiting an **Emergency Response Coordinator** to lead the operational and strategic coordination of the humanitarian response.

Purpose of the Position:

The Emergency Response Coordinator (ERC) is responsible for the overall coordination, planning, implementation, and monitoring of the organization's emergency response to the earthquake. This includes supervising field response teams, ensuring coordination with internal departments and external stakeholders, and overseeing budget utilization, compliance, and reporting.

Position Details:

Number of Positions	: 1 post
Department	: Program
Duty Station	: Yangon, Myanmar (Frequent visits to project areas)
Reports to	: Country Program Manager (CPM)
Contract Duration	: Until December 2025 (with possibility of extension based on funding and needs)
Closing Date	: 25 th April 2025

The Emergency Response Coordinator will be responsible for the following tasks under the supervision of the Country Program Manager.

Key Responsibilities:

1. Response Coordination & Implementation

- Lead the planning, rollout, and supervision of the earthquake emergency response activities across sectors (e.g., WASH, Health, Food Security, Shelter/NFI, Protection) while also ensuring readiness and adaptability to respond to any other unforeseen emergencies or emerging humanitarian needs that may arise during the implementation period.
- Ensure harmonized, timely, and quality implementation of emergency interventions in line with humanitarian standards and organizational policies, in close coordination with CPC, CTCs and relevant departments, while promoting accountability and adaptive programming

- Act as the focal point for all field-level operations and coordinate with project leads, implementing partners, and Emergency Response Team and the Emergency Response Coordination Team (ERCT) to ensure coordinated, coherent and well aligned response efforts.
- Represent the organization in coordination meetings at national and sub-national levels, including clusters and inter-agency forums.
- Continuously monitor emergency situations, gathering information, and making decisions to ensure safety and well-being of the ER team.

2. Stakeholder Engagement

- Maintain close communication and coordination with counterpart ministry and local authorities.
- Facilitate collaboration with local authorities, UN agencies, INGOs, LNGOs, NNGOs and community-based organizations to ensure complementarity of interventions.
- Liaise and engage with HQ, donors, emergency focal points, and other relevant stakeholders to ensure effective communication, coordination, and alignment of priorities throughout the emergency response.

3. Team Supervision and Capacity Building

- Supervise and support emergency response staff, ensuring effective team structure, performance management, and staff wellbeing.
- Identify capacity-building needs and organize training or mentoring for response team members.
- Promote a culture of accountability, learning, and collaboration across the response.

4. Financial Oversight and Compliance

- Oversee all budget spending related to the emergency response to ensure efficient, transparent, and donor-compliant financial management.
- Monitor budget burn rates, provide regular financial forecasts, and flag any potential under/over-spending.
- Work closely with the Finance and Logistics departments to ensure procurement and expenditure align with project objectives and timelines.

5. Monitoring, Evaluation, and Reporting

- Ensure the development and use of tools for data collection, beneficiary tracking, and monitoring of project indicators.
- Lead regular internal reviews and field visits to ensure quality and accountability.
- Prepare and review narrative and financial reports for HQ and donors, ensuring timely and accurate submissions.
- Lead and support analysis and learning processes related to the emergency response, in close coordination with the CMC and MEAL Managers, to generate evidence, document lessons learned and best practices and inform future response and preparedness planning.

Required Qualifications and Experience:

- Advanced university degree in humanitarian affairs, public health, disaster management, development studies, or related field.
- Minimum 5 years of experience in humanitarian emergency response, preferably in leadership or coordination role.
- Strong knowledge of humanitarian principles, SPHERE standards, and coordination mechanisms (e.g., clusters and working groups).
- Proven experience in multi-sectoral programming, donor reporting, and financial oversight.
- Demonstrated leadership, interpersonal, and team management skills.
- Fluent in English and Burmese (both spoken and written)
- Willingness to travel frequently to hard-to-reach and affected areas under challenging conditions.
- Must be a citizen of Myanmar.

Core Competencies:

- Excellent coordination and communication skills
- Strong organizational and analytical abilities
- Problem-solving and decision-making under pressure
- Commitment to humanitarian values, diversity, and inclusion
- Adherence to safeguarding, child protection, and PSEA standards

Safeguarding and Code of Conduct:

The Emergency Response Coordinator is expected to uphold organization policies on Safeguarding, Child Protection, Prevention of Sexual Exploitation and Abuse (PSEA), and the Humanitarian Code of Conduct, ensuring a safe and respectful work environment for staff and affected communities.

How to Apply: If you are interested in this position, please submit your comprehensive application (CV, cover letter, copies of educational certificates, and three professional references) to hrrecruitments2025@gmail.com with the subject line “**Emergency Response Coordinator**, Yangon, Country Office.”