

Vacancy

Project Coordinator - ERT

Position Title: Project Coordinator - ERT
Location: Mandalay
Line Manager(s): Response Manager
Starting: ASAP
Duration: Until January 31st, 2026 – extendable

Position Summary

Based in Mandalay, The Project Coordinator will work with Response Manager to lead the emergency response to natural disaster in Mandalay.

He/She works under the supervision of the organization's Response Manager and in close collaboration with relevant department (M&E, finance and logistics). The PC is responsible for the implementation of the emergency response project in Mandalay Region and for coordination between Organization and consortium/partner organizations in the field. The PC will ensure multi-sectoral activity planning, implementation, coordination and support ongoing monitoring and evaluation. The PC will also support capacity-building of staff and partners organizations by sharing knowledge and skills and cultivate self-reliance among target groups.

Key Responsibilities:

Need assessment Project Cycle Management

- Support the assessment of target population needs in various sectors, including Protection needs, and analyse existing context
- Ensure the quality implementation of all project activities and monitor progress of project activities making sure the objectives are achieved;
- In collaboration with the Response Manager, develop a workplan for all project implementation, and communicating changes to team and partners.
- Assisting the Response Manager in implementing project activities (beyond PC related ones) such as workshops, trainings, meetings etc...
- Work with the RM and local partners in determining project priorities and proper implementation in target area in line with overall project objectives.

Coordination and external representation

- Coordinate with Consortium partners and implementing partner to ensure an appropriate support is provided to affected population
- Coordinate activities with other organization working in the same Townships to ensure complementarity and avoid overlaps.
- Based on needs, represent Organization in sector meetings and communicate with all other relevant stakeholders on activities, when RM is not available;

Monitoring and Evaluation

- Support partner organizations are implementing M&E plans and that M&E performance indicators are met, in coordination with the M&E Officer
- Collaborate closely with M&E Officer and managers on donor reporting

- Support the documenting of relevant M&E information in close collaboration of the M&E Officer and Response Manager.
- Makes sure there is timely delivery and quality results, and that appropriate data collection procedures are developed/implemented for accurate tracking of performance indicators.
- Support the Response Manager in providing regular project activities and reporting in English.

Financial management and administration

- Support RM in quality and timely administrative contributions as requested (reports, evaluation, financial and administrative documents, etc).
- Follow compliance rules from donor and the ORGANISATIONS internal guidelines and procedures in close coordination with Response Manager.
- Anticipate and communicate logistics needs (transports, material...) to his/her Line Manager

Capacity Development

- Identifies partners, local CSO and CBOs capacity needs to ensure quality and compliance of partners and shared to RM and/or HPM
- Provide technical support including training and mentoring related partners in close collaboration with the finance team and partnership team, in his/her area of work
- Organize trainings, mentoring, and provide consultation to local partners and trainers involved in project
- Design and conduct trainings and support development training materials, manuals and training modules in his/her area of work

Other

- Contribute to good team spirit and working relations by communicating in a timely manner and being willing to work through challenges.
- Provide support and oversight as appropriate to partners to carry out assessments and research.
- Ensure the ORGANISATIONS administration, logistical, human resources and financial procedures are followed in relation to implementation of activities.
- Proactively deal with problems and issues that emerge during the project. Important issues that require immediate action that go beyond your job description and/or resources should be communicated as soon as possible to the Localisation Manager.
- Conduct her/himself both professionally and personally according to the ORGANISATIONS's Code of Conduct, Safeguarding and PSEA Policy and project Working Agreements.
- Perform other duties as needed.

Skills and Qualifications

- University degree. Further study or training in community development, training/facilitation, conflict resolution/transformation preferred.
- Professional experience in direct work on projects related to FSTP (sub-grant) and local CSO/CBOs capacity development, (2 years + desired).
- Experience in Project Cycle Management (all phases of the cycle including M&E, field trips, implementation, administration, etc.) including financial management
- Experience in managing/collaborating with local partners
- Good knowledge/experience on financial management and compliance
- Previous work for NGOs or international organization (INGOs, UN) is an advantage
- Experience working with diverse groups and desire to build bridges between diverse communities.
- Ability to follow workplans, multi-task, follow procedures and meet deadlines.
- Willingness to learn to resolve issues in conflict settings.

- Good communication and interpersonal skills and confidence to liaison with different stakeholders.
- Excellent level of computer literacy - Word, Excel, Outlook.
- Good in English and Burmese (speaking, writing and reading is essential), knowledge of and other ethnic language(s) is welcomed.

Application Procedure: Interested candidates should send an application letter along with an updated CV (with at least 2 contacts for reference), no later than **May 30, 2025** to the following mail address recruitment.mmr@proton.me with the Subject **"250516_Project Coordinator - ERT"**. Please note that only short-listed candidates will be contacted for interviews or written tests. Due to the urgency of the position candidates will be selected on a rolling basis.