



လူမှုစွမ်းရည်ရှေ့ဆောင်အသင်း

Capacity Building Initiative (CBI)

အသင်းအဖွဲ့မှတ်ပုံတင်အမှတ် - ၁/ပြည်တွင်း/၀၀၃၅(၂၀၂၂)

Vacancy Announcement

1.	Title	Project Facilitation Coordinator
2.	Reports to	Executive Director
3.	Duty Station	Yangon with frequent travels
4.	Duration	One year and renewable
5.	Closing Date	May 31, 2025

Background

Capacity Building Initiative is looking for a Project Facilitation Coordinator who is highly motivated and enthusiastic in building and enhancing the capacity of Local CSOs with experiences in facilitation and coordination of project activities.

Deliverable

The position holder will take overall responsibility to initiate, coordinate and facilitate the implementation of project activities with desired achievements in collaboration with the CBI Project Management Team, with relevant support provided by administrative, logistic and HR team of CBI.

Duties and Responsibilities:

Under the direct supervision of the Executive Director of CBI, the incumbent will carry out the following duties.

1. Plan and schedule the activities of the project in collaboration with CBI Focal Person
2. Regularly monitor and assess the implementation of the activities against project plan.
3. Prepare implementation of activity reports as well as project reports (quarterly and six-monthly and annual) and submit to the Project Management Team through CBI Executive Director.
4. Review the delivery of training and workshops and give advice to the Executive Director of CBI.
5. Plan and implement the review of the performance and capacity of the CSOs that the project targets.
6. Initiate the sub-grant program under the guidance of the Project Management Team.



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7. Support, assist and participate in the process of the selection of proposals submitted by participating CSOs.
8. Review and monitor the expenditures related to the implementation of the project activities against the approved budget in consultation with the Finance Manager of CBI.
9. Collaborate, cooperate and provide necessary support and assistance to the hired Research Specialist in conducting identified Researches.
10. Provide necessary support and assistance to the hired external evaluator in the evaluation process.
11. Perform any additional tasks or assignments required by the Project Management Team

Qualifications and experience required:

1. A University Degree in development or management field, a Master Degree Holder is preferable
2. Experienced and skillful in facilitation including large group facilitation
3. Experience with project and program management
4. Experienced in coordinating projects
5. An outgoing, enthusiastic, self-motivated and creative personality, committed to own learning.
6. Highly motivated with interest in management and training
7. Sound inter-personal communication skills in Myanmar and English.
8. Skillful in computer application
9. A resident person in Yangon area is preferable

To apply: Please send your application letter along with CV with ***expected salary***, testimonials or names of referees. Your application letter should include contact address with accessible telephone number and be sent to: Asst. Admin/HR Manager, CBI, Room # 206, Building A1, Hnin Si Street, Yuzana Highway Complex, Ward (6), Kamayut Township, Yangon, Myanmar and email to teamhrcbi@gmail.com and admin@cbiinmyanmar.org

*Application will close on **May 31, 2025**.*

*Short-listed candidates will be advised on **June 6, 2025**.*

Room - 206, Building - A1, Hnin Si (1) Street, Yuzana Highway Complex, Ward (6), Kamayut Township, Yangon, Myanmar

Phone: +95 9 4500 03042, +95 9 774 715 512

Email: info@cbiinmyanmar.org; admin@cbiinmyanmar.org; cbidirector@cbiinmyanmar.org; cbitraining@cbiinmyanmar.org

Website: www.cbiinmyanmar.org