

VACANCY ANNOUNCEMENT (URGENT Hiring)

(VA – 007/2025)

CFSI is a humanitarian organization committed to peace and social development, with a particular interest in the psychosocial dimension. Its mission is to protect and promote human security—specifically the lives, well-being, and dignity of people uprooted by persecution, armed conflict, disaster, and other exceptionally difficult circumstances.

CFSI in Myanmar seeks qualified, experienced applicants with diverse backgrounds to work with CFSI, the duty station is in Naypyidaw.

1. Community Services Facilitator
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2 posts

SUBMISSION OF APPLICATIONS

Interested applicants should send their Expression of Interest (EOI) application to cfsi-myanmar@cfsi.ph with the subject line CFSI Screening Committee - (Position Title). *Example: CFSI Screening Committee-Monitoring and Evaluation Assistant.* The Screening Committee will only contact short-listed candidates. In your submission, include the following documents:

- (1) Letter of interest addressed to the “Screening Committee”**
- (2) Updated curriculum vitae**
- (3) Names and contact details of three professional references**

CFSI highly values diversity, is an equal opportunity employer, and welcomes into the Organization those who are committed to human rights, subscribe to humanitarian principles, and meet the requirements of specific posts. Employment is offered without regard to race, color, religion, gender, age, (dis)ability, sexual orientation, or marital status. Committed to being a learning organization, CFSI invests in the further development of its human resources, including contributions towards higher education.

CFSI is committed to preventing any type of unwanted behavior at work, including sexual exploitation and abuse, lack of integrity, and financial misconduct. CFSI has adopted a zero-tolerance approach to sexual exploitation, abuse, and harassment. Rigorous background and reference checks are undertaken for all short-listed candidates.

Incomplete application will not be considered for selection.

Qualified females are strongly encouraged to apply.

Deadline of Submission: 25 April 2025

COMMUNITY AND FAMILY SERVICES INTERNATIONAL

Position Description

Position	: Community Services Facilitator
Reports to	: Humanitarian Response Project Coordinator
Duty Station	: CFSI Field Office in Naypyidaw (FON)
Project Classification	: Humanitarian Response Project (HRP)

Duties and Responsibilities:

Under the supervision of the Humanitarian Response Project Coordinator, the Community Services Facilitator is responsible for the effective implementation of the HRP in her/his assigned communities.

Specifically, the Community Organizer will perform the following tasks:

01. Responsible for the field implementation, including ensuring social preparation and other project activities are carried out in a timely and effective manner.
02. Works closely with project partner, the local authorities at village and townships level, and other stakeholders during project implementation.
03. Employs participatory processes with project beneficiaries to assess needs, carry out response and recovery efforts, and contribute to local capacity strengthening in their respective areas in close coordination and collaboration with all key stakeholders.
04. Contributes to the formulation or enhancement of the project policies through proactive reporting of actual experiences and difficulties on the ground.
05. Participates in project planning sessions with the project team members.
06. Performs social preparation activities in the communities (villages and/or township level) as indicated in the project plan and agreed by the project team.
07. Ensures that social preparation activities and other project activities are carried out in a timely, well-coordinated, and effective manner.
08. Supervises the Volunteers in implementing project activities, including but not limited to distribution of non-food items and other supplies for affected communities
09. Identifies bottlenecks in implementation and recommends possible solutions/mitigating measures to the HRP Coordinator, and/or designate or next ranking supervisor, as applicable.
10. Ensures consistent, top-quality service delivery.
11. Ensures that messages being relayed to the communities are consistent with the Programme/Project Communications Plan and that of CFSI's messages.
12. Documents and submits all project activities, insights, and problems encountered and recommended actions to the HRP Coordinator monthly.
13. Carries out other related assignments, as and when required by the HRP Coordinator.

Reporting Obligations/Deliverables:

01. Work Plan and a weekly schedule and target deliverables
02. Distribution Plan, when appropriate.
03. List of ranked beneficiaries, distribution strategy, and other required reports.
04. Project progress reports (based on a work plan and deliverables) - monthly, quarterly, project completion, and regular updates as and when needed, including human interest stories, photo documentation and with emphasis on outputs and outcomes.
05. Travel reports submitted within three days after the completion of travel.
06. Supporting documents for all financial transactions carried out.

Qualifications, Skills, and Necessary Experience:

01. At least a bachelor's degree and preferably a master's in social work, Community Development, Economics, Public Administration, or a related field.
02. Ideally licensed in the respective field. Minimum three (3) years of experience in community organizing/development including, preferably, working with diverse groups of people in areas devastated by disaster.
03. Strong analytical and relationship-building skills.
04. Excellent verbal and written proficiency in English complemented with fluency of local language.

05. A proactive and rigorous approach to problem-solving and professional responsibilities.
06. Demonstrated ability to work independently as well as in a team.
07. Proficient with personal computers and appropriate software.
08. Willing to visit in remote areas covered by the project.
09. Willing to work beyond the normal work hours, to deliver own work expectations.