

VACANCY ANNOUNCEMENT (URGENT Hiring)

(VA – 006/2025)

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. Humanitarian Response Project Coordinator	1 post
---	---------------

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 (CFSI)**Position Description**

Position	: Humanitarian Response Project Coordinator
Reports to	: Head of Office/Operations Coordinator and Executive Director
Duty Station	: CFSI Field Office in Naypyidaw (FON)
Project Classification	: Humanitarian Response Project (HRP)

Duties and Responsibilities:

Under the direct supervision of the Head of Office/Operations Coordinator and the Executive Director, the Humanitarian Response Project Coordinator is responsible for the overall management and effective implementation of CFSI's emergency humanitarian response in Myanmar.

Specifically, the Humanitarian Response Coordinator will perform the following:

01. Leads, manages and supervises the project teams, including project and staff issue resolutions.
02. Leads the preparation of the HRP's Monthly Work and Financial Plan (WFP) for the full duration of the project, with monthly projected fund releases vis-à-vis project activities.
03. Prepares, implements, and Project Log Frame Results Framework, based on the approved Project Work Plan (PWP), with a detailed breakdown of project activities, timeframe, resources needed, and budget requirements in consultation with the HoO/OC, Project Finance Officer, and Comptroller.
04. Closely monitors the progress of project activities vis-à-vis the (a) PWP, (b) Project Log Frame Results Framework.
05. Coordinates and manages HRP programs and services to ensure timely delivery of all project deliverables.
06. Initiates the conduct of program reviews and assessments, and recommends possible modifications in the project implementation design, with the HoO/OC, as deemed necessary, for submission and approval of the Executive Director, with concurrence from the Partner to ensure the achievement of project objectives and deliverables.
07. Ensures that all project activities and financial transactions are in line with the approved PWP and WFP, and consistent with the guidelines, rules, and procedures of CFSI and the Partner.
08. Ensures that all contractual obligations of CFSI to the Partner are complied with and alerts the HoO/OC and/or the Executive Director of any potential issue/s that may arise.
09. Ensures that all members of the project team have their work plans that are consistent with the Project Work Plan (PWP), and team members are clear on their respective tasks and responsibilities as well as their deliverables.
10. Provide technical assistance to the team when necessary, and bring forth human resource issues to the HoO/OC and/or the Deputy Executive Director for Finance and Administration.
11. Represents CFSI in various meetings related to the project.
12. Participates and takes a proactive role in regular reporting and meetings with CFSI and the Partner.
13. Conducts staff performance evaluation and submits recommendations to the HoO/OC.
14. Conducts regular project planning, review, and evaluation exercises, taking an active role in the project's Participatory Monitoring and Evaluation (PME) process.
15. Prepares project progress reports, and 3Ws reports.
16. Submits quarterly (narrative and financial) and end of project report to CFSI and the Partner on the date provided in the PWP, with the highest professional standards and completed on time.
17. Creates an enabling environment for collaborative efforts between partners including, but not limited to donors, local government units, government line agencies, the population of concern, and other key stakeholders.
18. In coordination with the HoO/OC, proactively conceptualizes and prepares project concept proposals as a follow-through of the project.
19. Ensures that all staff complies with the established policies and procedures of CFSI.
20. Conducts regular project staff meetings and ensure meetings are documented and shared with the HoO/OC and concerned CFSI Operations and Management Team (OMT).
21. Performs other pertinent tasks as may be reasonably required by the Executive Director.

Reporting Obligations/Deliverables:

01. HRP Work and Financial Plan
02. HRP Project Implementation Plan
03. HRP Coordinator Work Plan, in line with the Work and Financial Plan (WFP)

04. Project reports as stated in the Project Contract and Project updates, as and when requested, including photo documentation.
05. Documentations of project-related meetings: Minutes, Notes for the File, Field Reports, Activity Reports, etc.
06. Travel reports (Submitted within three days upon the completion of travel
07. Staff Performance Evaluation Reports (PER)

Qualifications, Skills, and Necessary Experience:

01. Master's degree in social work, public administration, business administration, or another related field
02. Minimum of five (5) years of progressively responsible, related experience, ideally in project management and working with diverse groups of people specifically but not limited to indigenous peoples and other people of concern to CFSI.
03. Previous work experience in Myanmar, preferably on emergency response
04. Committed to enhancing protection and improving the quality of life of internally displaced persons (IDPs) and other affected individuals and communities
05. Ability to formulate and ensure effective implementation of detailed work and financial plans.
06. Ability to establish working relationships and networks with stakeholders.
07. Proficiency in the use of log-frame and participative community-based processes
08. Excellent verbal and written proficiency in English; and able to speak the local language
09. A proactive and rigorous approach to problem-solving and professional responsibilities.
10. Has excellent listening, oral, and written communication skills.
11. Demonstrated a high level of analytical skills, especially in response to the changing socio-political situation in the area.
12. Has no bias in working with multi-cultural groups of various faiths
13. Demonstrated ability to work independently, as well as cooperatively in a team.
14. Proficient with personal computers and appropriate software
15. Willing to travel to CFSI-covered areas in Myanmar, as and when required.
16. Willing to work beyond the normal work hours, to deliver own work expectations, and lead HRP to meet program deliverables.