

VACANCY ANNOUNCEMENT OF Community Facilitator

World Concern is a US-based global disaster response and sustainable community development agency. Our mission is to transform the lives of those facing the most profound challenges of extreme poverty into lives of abundance through disaster response and sustainable development projects. Since 1995, World Concern Myanmar has been actively working in Kachin and Shan States and the Mandalay region, focusing on health, nutrition, food security, protection, clean water and sanitation, livelihood development, emergency response, and environmental justice and protection.

We are seeking **motivated, efficient, experienced, and dedicated national employees** to join our passionate team at World Concern Myanmar in the following position:

Position : **Community Facilitator**
Location : **Putao, Kachin State (Naungmon Village)**
Reports to : **Area Manager**

Why Join Us?

- **Make a Difference:** Be part of a mission-driven organization that impacts lives and communities.
- **Professional Growth:** Opportunities for learning and development in a supportive environment.
- **Collaborative Culture:** Work with a team of dedicated professionals who share your passion for helping others.
- **Comprehensive Benefits:** Enjoy a competitive salary and benefits package.

Key Responsibilities:

Facilitate and assist the VDCs in organizing and forming the require community development working groups such as SHG, Health WASH, Agriculture and DRR. Support the monitoring of the progress of community organizing initiatives. As much as possible, to work and live with respect, love, and care for all people.

A. Specific Responsibilities:

1. Planning

- Participate in the program PME in annual, quarterly and monthly planning, reviewing and reporting.
- With the help of Area Manager, the community development Facilitator to develop own monthly activity plans including budget estimation based on the quarterly plan developed by the program team and to execute all the planned activities.
- Write a good report on own monthly planned activities accomplished, giving a good critical and creative discussions on the process and the results of activities.
- To facilitate the capacity building of CPCs/VDCs and CBOs on community organizing.
- To support CPCs/VDCs and CBOs on Planning, Implementation, Monitoring, and Evaluation of their action plans.
- To facilitate the identification of CPC/VDC and CBO's role and responsibilities, vision, annual plan and annual review.

2. Monitoring and Supervision

- With the help of the Area Manager, develop monitoring tools to monitor own planned activities and the progress of the activities of volunteers.
- Provide regular supervision and on job training to these volunteers through meetings, discussions, home visiting and appropriate technical support.
- Monitor the progress of CPC/VDC and CBO's action plan process.

3. Training

- With the help of Area Manager, identify training needs of the Volunteers.
- Develop appropriate training modules and provide training to the selected volunteers. Engage resource persons if necessary.
- Continue to follow up facilitation activities with the volunteers especially in their self-assessment.
- Facilitate and support the CPCs/VDCs in developing and implementation of simple APs.

4. Evaluation

- Facilitate and assist community in the development of action plans and follow up on PME processes.
- Participate in program evaluation processes.

5. Networking and Coordinating

- Coordinate activities between field team members so that the unity of the team is maintained.
- Encourage inter-village cooperation and collaboration in implementation of project activities.
- Develop linkages with local and regional authorities, departments, other organizations and agencies.
- To help CPCs/VDCs and CBOs in coordination and networking of village development activities.
- To help CPCs/VDCs and CBOs in coordination with authority and other organizations.

6. Personal Development

- Staffs are encouraged to develop working skills and relationships relevant to their job descriptions in conformity to the organizational Performance Development system.
- Own personal development apart from job related development is also encouraged.

7. Other

- Perform any other duties as assigned.

Qualifications:

- Education preferable with bachelor's Degree and at least one year of experience in INGOs/LNGOs
- Experiences on community organizing.
- Must be interested in community development projects.
- Must be eager to serve venerable and marginalized people in remote area.
- Willingness to travel and work in relatively difficult settings.
- Able to work independently, asking for help when needed.
- Have good communication skills.
- Computer skill is advantages.
- Understand local context.
- Preferably, able to speak local language(s):Rawang and Lisu in Putao, Kachin State.
- Preferred able to adaptable with team.

If you are passionate about making a positive impact and meet the qualifications, we encourage you to apply for this exciting opportunity!

Application process

Interested candidates **must** fill up **World Concern's application form** and attached CV, Covering Letter to the following address or E-mail address with supporting documents.

World Concern Myanmar (Country Office)

No. 7/36J, Golden Valley 1st Street, Golden Valley Ward (I), Bahan Township, Yangon.

Email: wcmhr@worldconcern.org

Only short-listed candidates will be **contacted** for interview.

Note: Application submitted without these details **WILL NOT** be considered.

Apply Now and be a part of something greater. Together, we can transform lives and communities.

Closing Date: 17 Jun, 2025