



HELVETAS is a Swiss and German registered non-profit international development organization operational in 30 developing countries around the world. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. Helvetas is active in 30 countries in the following three thematic areas: a. water, food and climate; b. skill, jobs and income and c. voice, inclusion and cohesion. Helvetas engages in emergency relief, reconstruction, and rehabilitation. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral un-bias organisation which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

Subject to donor funding to the related **CORE (The Community Resilience and Empowerment)** project for livelihood recovery components at earthquake affected areas, we are currently looking for an enthusiastic, committed, experienced and reliable

Project Coordinator – (100%)

based in Naypyitaw with frequent travel to partners' project areas.

MAIN TASKS

Project Coordination and Implementation:

- Implementation of timely and effective livelihood recovery projects and activities in selected locations, including achieving set indicator targets and objectives, in line with budgets and work plans, with a focus on producing the required deliverables.
- Organize monthly or need-based meetings with project concern staff and line managers to provide project updates.
- Be updated on recovery-relevant policies and frameworks and provide all appropriate and necessary information to the communities.
- Provide necessary support to partners and the community during project donor visits or visits from Helvetas team members to observe the project implementation area.
- Assist in identifying and linking project implementing partners and potential value chain actors, starting from farm service providers, input suppliers, micro/finance institutions, and traders/ exporters.

Capacity Building:

- Coordinate/provide formal and on-the-job training for programme and project staff dealing with other sectors.
- Organize a capacity and planning workshop for the staff, partners, and communities to demonstrate the recovery approach, including the CSA standard on sustainable rice cultivation
- Provide support to technical officers, facilitate the development of a training manual and guidelines for the project, especially DRR, CCA, and CSA, and build community capacity at the community level to support earthquake recovery for the community.
- Strengthen women's groups and other marginalized people to enhance their livelihood recovery and job opportunities

Partnership Management and new acquisition opportunity:

- Work closely with partners to provide strategic guidance and necessary management support for implementing livelihood recovery projects to high quality standards.
- Provide technical guidance and advice on technical aspects of the project, such as DRR, CCA, and CSA, and provide necessary support to develop good relationship management with communities.
- Conduct capacity building and/or mentoring activities for project staff and/or NGO partners as required.
- Coordinate with various networks/platforms and attend relevant meetings, workshops, and seminars.
- Coordinate with other Helvetas projects in the area and provide necessary collaboration support as required to build project outcomes
- Coordinate with various stakeholders and identify new project opportunities. If these opportunities align with Helvetas' areas of work, provide necessary support to develop an appropriate project proposal.

- Support acquisition efforts by giving inputs to proposals, giving insights and ideas about future calls, and joining ad hoc acquisition teams.

Project Monitoring, Evaluation, and Reporting:

- Develop and submit monthly work plans and project progress reports. Provide all the necessary information and data to the project manager to develop the donor report.
- Build capacity of staff through needs-based orientation/training to relevant project personnel/partner NGO staff members on monitoring system, data gathering, and entering data into the database, and provide support to ensure adoption of new data monitoring tools and quality of data collected.
- Promote learning and collect relevant experiences for sharing internally within Helvetas as well as with partners
- Support to partners for the development of project reports, including how to develop report writing and provide data analysis for donor reporting and advocacy.
- Identify potential partner organizations that can implement the Livelihood recovery project in the area.
- Monitor and follow up on field implementation to ensure project quality and measurable impact, following monitoring plans, frameworks, and agreed-upon timelines.

YOUR QUALIFICATIONS

- Master's or bachelor's degree in agriculture / Agri-business / Development Studies, Social Science, Market-related sector, and/or related study.
- Sustainable agriculture, Livelihood, and Economic Recovery
- Disaster Risk Reduction and Emergency Response
- A minimum of 4 years of relevant experience in programme management, preferably in the areas of Livelihood and economic development, food security, and at the crossroads of humanitarian, development, and social cohesion projects.
- The working experience in the field of recovery and response projects will be an advantage. Working experience in value chain development and market assessment, market system approach, producer, private, and public partnerships
- Partnership management and capacity building of partners, relationship management, including with the government. A mature understanding of operational aspects of humanitarian and sustainable program development.
- Proven ability to transfer knowledge and skills to partners and communities, promoting capacity-building and sustainability, and proficiency in participatory and facilitation approaches to engage diverse groups and foster inclusive decision-making.
- Excellent interpersonal and coordination skills to ensure effective collaboration with internal and external stakeholders, and ability to respond quickly and effectively in dynamic situations, demonstrating adaptability and problem-solving capacity.
- A strong team player who is self-motivated, open, and transparent, while demonstrating excellent networking, coordination, and communication skills.
- Committed to gender equality and social equity, skilled in conflict mitigation and problem-solving, and capable of making decisions and taking action in complex situations.
- Proficiency in project team management, preparedness planning and recovery for mitigation, and community development skills, including participatory community assessment and planning techniques, enhances the ability to guide teams and communities toward sustainable and inclusive development.
- Effective communication, empathy, and teamwork, combined with initiative, enthusiasm, and a positive attitude.
- Demonstrate critical thinking, the ability to multitask and prioritize, manage stress in challenging situations, and work independently while maintaining team spirit.
- Culturally and gender-sensitive, honest, reliable, flexible, and confident in public speaking enhances both professional effectiveness and social interactions.
- Fluent in English (4 skills), Native Burmese, and other local languages will be added values.
- Professional level in MS Office package, email, and internet.
- Some data collection software will add value. Such as Kobo or ODK

WE OFFER YOU

A multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application including a **motivation letter**, **work certificates** and **diplomas** by **27 June 2025 at 5 pm**. Please note that **three references** are needed for shortlisted candidates. Interviews will be a combination of verbal and practical/technical exercises in English.

Please include the name of the position you are applying for in the subject line of your email.

Please send your electronic application to hr.mmr@helvetas.org.