

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 successful acquisition** of a Myanmar Earthquake Shelter Recovery Response project, we are currently looking for an enthusiastic, committed, experienced and reliable

## Technical Coordinator (Shelter) – 2 positions (100%)

based in Mandalay and Sagaing with frequent travel to project sites.

### MAIN TASKS

- Lead the Shelter components of earthquake recovery ensuring quality and timely, effective delivery of the planned activities.
- Develop a comprehensive standard operational procedure and guideline to build the capacity of implementation of partner and communities.
- Develop detailed shelter designs and construction guidelines based on traditional techniques with the integration of cluster standards and modern resilient features.
- Participate in technical site visits, donor assessments, and external evaluations as needed.
- Closely working with the Team Leader, Project Managers, thematic advisors, and partner to make the right decision for all implementation process.
- Lead and manage the technical validation of assessment, beneficiaries' selection process, assistance distribution and record keeping process with implementation partner.
- Identify and build the local procurement capacity of community committee and set up the capacity building plan for project staff and community members
- Manage community or project procurement to have quality material for Shelter constructions.
- Assist in the development of BoQs, material requests, and tool management coordination with the implementation partners.
- Develop necessary planning by consultation with Team Leader-Humanitarian Response and take responsibility for producing technical guidance notes, learning documents and quality record keeping for future community-led reconstruction efforts.
- Facilitate community feedback and support complaint handling in collaboration with the M&E Officer
- Regular coordination with relevant clusters/sectors to get the relevant guidelines and instructions to implement the project
- Keeping the lesson learned and best practices to make sure the effective implementation of earthquake response - project and to contribute to the future development of earthquake funded program
- Perform other tasks assigned by supervisor to coordinate with earthquake response and cluster/sectors to get necessary operational and technical support to implement the project and supporting to the humanitarian portfolio of Helvetas Myanmar

## YOUR QUALIFICATIONS

- A bachelor's or master's degree in engineering (Civil), and other relevant technical field preferable
- At least three years' experience in Shelter components for emergency relief and recovery projects
- High level of knowledge in construction principles, standards, policies and Environmental and social code of practices
- Experience in leading a project team (estimate, materials management, procurements)
- High awareness of gender, social equity and conflict sensitivity
- Strong conceptual and analytical skills
- Balanced supervision and coaching of partners
- Well organized, efficient time management, clear prioritization
- Able to manage stress, able to multi-task and make a relevant decision
- Good facilitation and communication skills, both oral and written English and Myanmar languages
- Willingness to travel frequently to the field and communicate with key partners

## 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 **motivation letter, work certificates and diplomas** by **25 June 2025 at 5pm**. Please note that **three references** are needed for shortlisted candidates. Interviews will be a combination of verbal and practical/technical exercise in English.

***Please clearly state 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](mailto:hr.mmr@helvetas.org) .

Visit our website <https://www.helvetas.org/en/myanmar>.