



မြန်မာလူမှုဖွံ့ဖြိုးမြှင့်တင်ရေးအဖွဲ့

Myanmar Enhancement to Empower Tribal – MEET

No. 453, Taw win street, 7<sup>th</sup> Ward, ShwePyiThar Township, Yangon

Contact: 95-09-426-060-275

#### VACANCY ANNOUNCEMENT

Job Title	<b>Project Coordinator</b>
Number of Positions	1
Employment status	Contract
Project Duration	4 months (Possible for extension)
Location	Sittwe Township of Rakhine State
Travel	Travel as necessary
Reports to	Project Manager
Closing Date	3 June 2025

Myanmar Enhancement to Empower Tribal (**MEET**) is a local nongovernmental organization focused on humanitarian and development works for Tribal communities in Myanmar. It aims to enhance the sustainable development of Tribals with a holistic approach program by networking with other NGOs. Objectives of MEET are; to help and build the economic and social infrastructures for the tribal in Myanmar; to increase the local food production sustains and food security; to create job opportunity for Myanmar tribal in the areas of WASH, Livelihoods, Nutrition, Education, Health, Relief, Rehabilitation, Peace, Humanitarian and Social protections.

### Position Summary

To be responsible for the overall supervision, direction, coordination, implementation, execution, control, and completion of specific projects, ensuring consistency with the organization's vision, mission, and strategy. The Summary of responsibilities for the Project Coordinator is;

### Key Responsibilities

Duties and Responsibilities: Under the direct supervision and guidance of the Project Manager and overall supervision of the Program Director, the Project Coordinator is responsible for the effective planning, coordination, and implementation of all project activities in Sittwe and surrounding affected areas. This role involves leading rapid response efforts, managing field teams, ensuring that humanitarian standards are met, and coordinating closely with internal departments, local authorities, communities, and humanitarian partners. The coordinator ensures that all activities are executed efficiently, on time, within scope, and aligned with the donor and organizational requirements.

### Coordination and Collaboration in Emergency Response Implementation

- ❖ Guided the project team in delivering emergency aid such as MPCA, shelter, and WASH services.
- ❖ Ensure high-quality implementation by conducting regular field monitoring and needs assessments.
- ❖ Ensure regular participation in clusters and other related meetings with different actors on the ground and provide the related reports and data.



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## Program Implementation

- ❖ Supervise, monitor, and coordinate project activities and delegate responsibilities to other project staff as necessary.
- ❖ Mentor and encourage the project staff in all aspects of work. Be a model professional.
- ❖ Facilitate and supervise beneficiary verification. Ensure the preparation of the beneficiary list and beneficiary distribution records as per the program standards.
- ❖ Responsible for preparing the work plan for each activity (MPCA/ Shelter, Health, Education) and submitting it to the Project Manager every month.
- ❖ Supervise and participate in organizing Hygiene Promotion Talking sessions.
- ❖ Take responsibility for the project management and administration according to the work plan.
- ❖ Prepare the weekly and monthly work plan & report through the participatory process under the supervision of the Project Manager.
- ❖ Manage the gathering and compiling of the data and be responsible for weekly and monthly reports to the Project Manager.
- ❖ Manage the field staff to ensure compliance with the code of conduct and PSEA.
- ❖ Be responsible for paying respect and following the existing local ethical rules, guidelines, and social inclusion.
- ❖ Responsible for following the MEET's established policies and guidelines.

## Accountabilities

- ❖ Accountable for making decisions, managing resources efficiently, and achieving the set project goals.
- ❖ Holds the team accountable to deliver on their responsibilities, giving them the roles to deliver in the best way they see fit.

## Procurement, Finance, and others

- ❖ Responsible for checking and verifying the fund request based on monthly activity expenses (attached with details expenditure list) and submitted to the Head Office.
- ❖ Approve project expenditures and ensure they are aligned with policies and procedures and within the approved budget.
- ❖ Supervise the incoming and outgoing budget and conduct random spot checks on cash balance, budget ledger, and physical balance.
- ❖ Undertake other related assignments as may be requested by the Project Manager and head office.

## Work Plan

- ❖ Conduct planning for the project activities (log frame) and budget in time.
- ❖ Analyze and update the monthly work plan from the field team.

## Monitoring and Evaluation



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- ❖ Supervise, monitor, and coordinate the project activities and delegate responsibilities as needed to other project staff.
- ❖ Perform field trips to project activities in Mrauk U and facilitate meetings and problem-solving, if any.
- ❖ Analyze project activities and achievements and report to the Project Manager and Head Office.

## Reporting

- ❖ Submit updated information and project implementation reports on time to the Project Manager and Head Office.
- ❖ Report project progress, work plan, and fund request for next month in time according to the donor's requirement.
- ❖ Perform any other relevant duties and responsibilities as assigned by the supervisor.

## Skills and Requirements

- ❖ University Graduate or Professional Certificate/Diploma in a relevant Field.
- ❖ Minimum of 5 years of experience in a similar position or relevant field
- ❖ Flexibility - ability to work with multi-cultural people, open-minded, good communication skills, ability to listen, and diplomacy
- ❖ Strong interpersonal and organizational skills with the ability to assist staff and address conflicts as necessary
- ❖ Ability to travel to field sites frequently, Good teamwork, Honesty, and Integrity
- ❖ Excellent communication (verbal and written) skills in Myanmar and English;
- ❖ Ability to work systematically, accurately, independently, and under pressure
- ❖ Computer skills (Office applications); knowledge of information systems is an asset
- ❖ Ability to prepare the progress and monthly reports as per the donor requirements.

## APPLICATION INSTRUCTIONS

Interested persons are requested to submit a motivation letter plus curriculum vitae to the MEET organization at [marywin1979a@gmail.com](mailto:marywin1979a@gmail.com) and c/c at [meet.tribal@gmail.com](mailto:meet.tribal@gmail.com), mentioning the subject line “Project Coordinator” not later than 3 June 2025.

**Applicants from the project areas will be prioritized. Women are encouraged to apply.**

***Note: Only short-listed candidates will be contacted for personal interviews, and women candidates are strongly encouraged to apply for all positions. MEET is committed to the well-being of children, together with Gender equity and the Protection of Sexual Exploitation and Abuse (PSEA). All staff members are required to sign and adhere to the CoC and PSEA policy at all times. Early application is encouraged as we will review applications throughout the advertising period, and the right to close the advert early is reserved.***