



# SWANYEE DEVELOPMENT FOUNDATION

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Swanyee is a National NGO providing Emergency Relief & DRR, Rural Development & Poverty Reduction, Environmental Conservation, LIFT and Micro Finance in Delta, Rakhine, Dry Zone. Swanyee is currently seeking to recruit staff following position.

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## Terms of Reference

Name of Position	:	<b>Project Coordinator</b>
Number of Post	:	1 post
Duration of Assignment	:	6 months
Duty Station	:	Yamethin Township, Mandalay Division.

**Responsibilities:** Under the direct supervision of President or Supervisor, As Overall Objectives (scope), the Project Coordinator will be responsible for the planning, administration and monitoring of all aspects of infrastructure and DRR activities in Yamethin Township, through leading, organizing and supervising the work of the respective project staff, partner organizations, and collaborating closely with a range of local stakeholders. And she / he is responsible for mobilization of local communities, develop the Livelihood, the management of infrastructure and manage the quality impact of infrastructure Project. The key responsibilities are as follow;

### **Operational Specific Responsibilities:**

The Project Coordinator will have the following specific responsibilities:

- Designs work plan and manages implementation of Road construction, DRR awareness and livelihood interventions in Yamethin Township.
- Through monitoring and field visits, provide technical supervision and management guidance to staff to ensure quality and timely implementation of Road Construction and DRR awareness project, within defined budget.
- Manage Road construction project activities including construction and DRR awareness in the villages.
- Monitor and check the quality of the construction and supervise to Construction Engineer for quality impact.

- Ensures project targets are met according to work plan deadlines, and that the project is adequately resourced to carry out effective programming.
- Conducts community assessments to identify critical requirements for program interventions with focus on the beneficiaries.
- Leads the development of strategy for infrastructure activities, with emphasis on response to perceived needs indicated by communities and beneficiaries.
- Provide technical assistance for the planning and implementation of construction and Strengthening Swanyee Development Foundation (SDF) capacity profile in Livelihood programming.
- Review existing programming and make recommendations for areas of expansion.
- Develop and oversee robust systems and processes for project planning, reporting, monitoring and evaluation in the Road construction, DRR awareness and implements emergency interventions in beneficiary communities as needed.
- Conducts and designs Road construction activities with the utmost sensitivity for the safety and well-being of beneficiaries and national staff and with regard to the political context.
- Take lead in the development of infrastructure indicators and measuring progress against the plans; and relevant monitoring and evaluation instruments and provide real time technical advice to project staff through direct field visits.
- Undertake frequent field visits to project sites to ensure that the activities are carried out in accordance to work plan and technical requirements.
- Submits monthly and quarterly reports by collection of information and data from the field, data analysis, and report documentation.
- Manages sector budget and personnel in line within SDF field procedures and Code of Conduct.
- Liaison with various stakeholders and leading infrastructure organizations in all project locations, and take lead role in providing information regarding livelihoods trends to SDF Program Coordinator and President.

**Qualification and Experiences:**

- University degree and Diploma related to the position.
- At least 5 years proven experience of managing infrastructure development, DRR and management of income generation activities, in village related programmers, with demonstrated experience in working with local authorities in this sector.
- Experience in management of infrastructure construction is an asset.
- Must have very good computer literate with Microsoft Office and Internet.
- Effective English and Myanmar language (oral and written).

- Demonstrated facilitation skills and experience in identifying training needs and leading training programmes.
- Proven development experience in a leadership role.
- Ability to perform group formation, organize trainings and team management for results
- Good analytical and negotiating skills, and problem-solving skill
- Ability to monitor the effective implementation.

**Submission of application:**

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV, **expected salary** and details of at least 2 referees via E-mail to [hr@swanyeegroup.org](mailto:hr@swanyeegroup.org) latest by **26 March 2025 (5:00 PM)**. Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted.