

Sub-National Cash and Markets Working Group Coordinator – Northwest Myanmar (VA-450425) Nationals Only

DEADLINE FOR APPLICATIONS: Wednesday, 07 May 2025 (Rolling Basic)

Scope of Work

Location: Mandalay

Position Status: Full-Time Regular

Program / Department Summary

The Cash and Markets Working Group (CMWG) is a key coordination platform in Myanmar, fostering collaboration among humanitarian and development actors on cash and voucher assistance (CVA). The group operates both nationally and at the subnational level, with a specific focus on Multi-Purpose Cash (MPC) and market-based approaches to humanitarian response.

The Subnational CMWG in Northwest Myanmar supports effective, harmonized, and inclusive delivery of CVA programming, market and financial service provider (FSP) analysis, rapid response, and information sharing among partners. The group plays a key role in aligning local CVA efforts with national strategies and guidance.

General Position Summary

The Subnational CMWG Coordinator is responsible for leading the coordination of cash and voucher assistance (CVA) programming in Northwest Myanmar, based in Mandalay. The coordinator will organize and facilitate CMWG meetings, engage with partners and local authorities, promote harmonization of approaches, support market and FSP mapping, and represent the group at relevant inter-sector and inter-agency coordination forum. The role is key in ensuring high-quality, effective, and timely CVA responses across the region.

Essential Job Responsibilities

Key Functions:

- Lead and facilitate regular meetings of the Northwest Myanmar CMWG.
- Prepare meeting agendas and disseminate minutes and action points.
- Ensure regular communication and coordination with national CMWG and Area HCT/ICCG.
- Promote inclusive and locally led coordination and use of local language in meetings.
- Support development and dissemination of common tools, guidelines, and standards.
- Provide technical assistance to CMWG members on CVA program design and implementation.
- Coordinate collection of market data, FSP mapping, price monitoring, and cash liquidity assessments.
- Compile and share quarterly operational updates including key CVA indicators and context analysis.

- Engage with clusters, sectors, and other working groups to foster integrated and complementary programming.
- Support local CVA capacity strengthening efforts, including training and mentorship.
- Advocate for harmonized CVA approaches with local partners, clusters, and donors.
- Represent the CMWG at the Area ICCG and other relevant platforms.

Accountability

Reports Directly To: Senior Cash and Markets Advisor (National Level)

Works Directly With:

- CMWG IM Officer
- National CMWG coordination team
- Northwest Area ICCG and sector working groups
- Cash actors and implementing partners in Mandalay and Northwest Myanmar

Knowledge and Experience

- University degree in humanitarian assistance, development, economics, social science, or related field.
- Minimum 3 years of experience in humanitarian response, preferably with direct experience in CVA or market-based programming.
- Demonstrated experience in coordination, facilitation, or cluster/sector participation.
- Knowledge of cash and voucher modalities, market assessments, and FSP mapping.
- Familiarity with humanitarian coordination systems in Myanmar is strongly preferred.
- Excellent interpersonal skills and experience working with diverse stakeholders.
- Strong communication skills in English and Myanmar; local language skills are an asset.
- Ability to manage diverse priorities and deliver quality work under pressure.

Success Factors

- Proactive, diplomatic, and collaborative approach to coordination.
- Ability to work independently while being a strong team player.
- Commitment to localization, inclusion, and equity in humanitarian coordination.
- Flexibility, creativity, and resilience in a complex operating environment.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives. We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

The organization is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact. We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, any other protected group in the locations where we work.

Safeguarding & Ethics

The organization is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to organization's Code of Conduct Policies and values at all times.

HOW TO APPLY

Applicants should submit their application letter and current CV with complete contact details and, indicating apply position with vacancy announcement number to responsejobsmm@gmail.com latest by Wednesday 07 May 2025.