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Médecins Sans Frontières (MSF) is an international medical humanitarian not-for-profit organization. MSF provides assistance free of charge to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. MSF has been working in Myanmar since 1992 and is currently providing healthcare in Kachin, and Shan states, as well as Yangon.

Vacancy Announcement No.SP26100501

Job title:	Project Coordinator Support
Job location:	Sittwe Project
Accountable to:	Project Coordinator
No. of Position:	1
Deadline for applications:	18 th October 2026, Sunday (17:00 PM, MMT)
Employment term	1 year fixed term contract with possibility of extension

MAIN PURPOSE OF THE POSITION:

Providing support to the Project Coordinator (PC) in the security management and the coordination tasks, ensuring a smooth relation with local and national authorities and contributing to the context analysis and follow-up according to MSF protocols, standards and procedures in order to ensure the smooth running of the project. Furthering the medical-operational objectives of the project and country programme through humanitarian affairs tasks, including data collection and analysis, protection, engagement and advocacy.

ACCOUNTABILITIES:

- Representing MSF externally together with the Project Coordinator or alone (when delegated) and negotiating on behalf of the project coordination in close cooperation with the PC and based on beforehand agreed messaging. Assisting in safeguarding and promoting MSF's image externally.
- Monitoring, analysing and reporting on key issues (security, risk, etc.) to the Project Coordinator and providing contextual information, through a sound knowledge of counterparts, parties, actors, authorities and military groups, in different administrations/parties and governorates/districts in order to improve understanding and decision making processes. Maintaining the security database and providing a biweekly context analysis based on recent incidents and developments.
- Assisting in exploratory missions & assessments as needed, and participating in development of security plans
- Assisting the Project Coordinator in Internal and External Communication sessions and events about MSF (for local staff, the Ministry of Health staff, as well as local authorities, community leader, military actors, security forces) in order to improve awareness, understanding of MSF principles and services and public opinion adhesion. Write meeting minutes and contribute to the meeting logbook.
- Ensuring the continuity of relations/networking with local actors (other NGOs, UN agencies, local authorities, media, etc.) and filing and updating field contacts and correspondence in order to ensure information sources accuracy and its availability on regular basis. Organizing advocacy contacts and appointments for the Project Coordinator.
- Translating and reviewing documents and acting as an interpreter when needed. Assisting the Project Coordinator in the drafting of correspondences with authorities and counterparts (government officials, military actors, community leaders, UN agencies, NGOs, etc.) in order to ensure fluent and accurate communication flows.
- Preparing and conducting context, cultural and security briefings on the project context to new employees (local and international) in order to facilitate their integration and within the project environment. Ensuring regular security briefings/trainings of assessment team, drivers, and guards in consultation with the Project Coordinator.
- Being contactable by phone and available to assist the Project Coordinator with important context, security and operational issues that may occur outside of regular working hours unless otherwise agreed with the PC (e.g., holidays).
- Performing assigned additional responsibilities or tasks as required by the Project Coordinator.
- Perform data collection and research concerning local and international context, with regards to security, medical, nutritional and humanitarian issues, in order to provide reliable information for further decision-making.
- Support Project Coordinator in the analysis of the data collected, in order to better orientate the programmes and projects, to provide an optimal response to population needs.
- Compile regular updates of the ongoing (inter-)national activities and plans of NGOs, UN, ICRC, donors, authorities and other actors on lobby, policy and operational plans and initiatives in order to adequate MSF's activities and objectives.
- Ensure smooth working relationship with local authorities, other NGOs, local communities and other factors, in order to facilitate MSF teams a better access to the population and improve MSF activities' coordination with third parties.
- Organize discussions, trainings, briefings, etc. about human rights and humanitarian law issues and current and future advocacy activities, in order to raise awareness of MSF staff regarding these matters.
- Promotes and assists in the implementation of advocacy activities locally

You are offered the opportunity to work with the world's largest medical humanitarian organization and work with very experienced colleagues in a highly professional working environment. Please learn more about MSF and our charter on our website: www.msf.org

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our employees. We welcome applications from individuals of all genders, ages, sexual orientations, nationalities, races, religions, beliefs, ability status, and all other diversity characteristics.

MSF Section/Context Specific Accountabilities :

This position will dedicate 60% of time to humanitarian affairs tasks and 40% of time to operational tasks with focus on Rohingya related topics. In close collaboration with Project Coordinator and Project Coordinator Support , the position will be responsible for:

A - Within the sphere of Humanitarian Affairs:

- Conduct formal and informal conversations, key informant interviews, and focus group discussions (FGDs) with patients, caretakers, community members, and local leaders to guide MSF operational decisions and advocacy priorities.
- Independent engagement with local, national, and international humanitarian actors; maintain regular mapping and analysis of the local humanitarian/operational context.
- Support the identification and follow-up of referral pathways for vulnerable patients.
- Support project assessments and contribute to monitoring and analyzing the context using diverse data sources.
- Contribute to the development and implementation of project-level advocacy strategies and initiatives.

B - Within the sphere of Operations:

- Conduct ongoing analysis of the medical-humanitarian context and promptly report security incidents or significant developments to the Project Coordinator.
- Establish and maintain strong collaborative relationships with local authorities, civil society actors, and other key stakeholders, including authorities, religious leaders, township administrators, camp managers, and relevant community representatives,
- Maintain regular communication and coordination with UN agencies, national and international NGOs (NGOs/INGOs), civil society organizations (CSOs), community-based organizations (CBOs), and other community stakeholders.
- Support engagement with (health) authorities.
- Contribute to the development and implementation of a comprehensive access strategy and stakeholder engagement plan with state/local authorities, as well as civil society actors.
- Support and participate in project-related negotiations, including medical negotiations when required.
- Conduct exploratory assessments in coordination with other team members, as needed.
- Develop and draft general and thematic context analysis reports; collect and compile relevant data, contextual updates, and activity statistics from various teams to inform decision-making.

REQUIREMENTS:

Education	Desirable : Degree or diploma in social sciences, development studies, law, political science, anthropology, social work, history, languages or a related field
Experience	• Essential: Experience in and exposure to working in a complicated political, security and humanitarian environment, AND Experience in data collection, reporting and analysis • Desirable: two years previous experience in similar jobs in the field of humanitarian aid with MSF or other NGOs, Management experience and two years previous experience in research, analysis or advocacy
Languages	Essential: Rohingya (fluent command); Rakhine, Burmese, English (very good command, spoken and written). Additional languages are an asset
Knowledge	• Essential computer literacy (word, excel, Internet/social media) • Excellent understanding of MSF's principles and values • Knowledge of and interest in humanitarian issues • In-depth contextual knowledge and analysis skills • High level of knowledge of local culture and customs

What we offer is:

- Competitive Salary (**40 hours per week**), with regular salary benchmarking updates;
- 13th months bonus; Loyalty increment;
- 16 paid leaves (including 6 casual leaves) on an annual basis; All gazetted public holidays as paid off-days,
- Excellent health care package for staff, spouse and children;
- Extensive local, international and online training opportunities;
- For this job opportunity specifically is explicitly for local contract only

HOW TO APPLY:

- Send your updated Cover letter, CV, and educational qualifications to ers-jobs@oca.msf.org with the subject line: **"SP26100501_Project Coordinator Support"**

CVs in English sent to the mentioned email only will be considered.

Only shortlisted candidates will be contacted.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

MSF employees on a full-time contract are not permitted to work for any other employer than MSF. All candidates who are applying for a full-time job committed themselves that after being hired by MSF, MSF will be the only employer.