



Terms of Reference (ToR)

Position Title: Emergency Response Coordinator

Location: Yangon, Myanmar

Duration: 3 months (with possibility of extension)

Contract Type: Full-time

Background

HEKS/EPER is committed to creating a more humane and equitable world by supporting vulnerable communities in overcoming hardship and living with dignity. Since 2017, HEKS/EPER has been active in Myanmar, piloting innovative approaches to development cooperation.

In response to the March 2025 earthquake, HEKS/EPER is launching an emergency response to address the immediate and evolving needs of affected communities. The Emergency Response Coordinator will lead this response, ensuring strategic coherence, adherence to humanitarian principles, and strong coordination with partners and stakeholders.

Job Description:

The post holder will report directly to the Country Team Leader. He or she will be responsible for carrying out the following key responsibilities:

- Preparing and implementing emergency activities in line with HEKS/EPER's priorities.
- Leading and ensuring effective coordination with local implementing partners, humanitarian clusters, the Cash Working Group (CWG), ACT Alliance members, and other stakeholders.
- Integrating gender equality, safeguarding, inclusion, and accountability across all programmatic interventions.
- Managing the performance, development, and wellbeing of the emergency response team.
- Supporting Monitoring, Evaluation, Accountability, and Learning (MEAL) processes, ensuring quality feedback and complaint mechanisms are in place and in compliance with Sphere Standards, Core Humanitarian Standard (CHS), and Do No Harm principles.
- Strengthening partnerships through capacity assessments, proposal development support, and provision of technical guidance.



- Representing HEKS/EPER in sectoral and inter-agency coordination platforms.
- Overseeing budget monitoring and ensuring financial accountability, in coordination with the finance and logistics teams.
- Ensuring that access, safety, and security protocols are continuously adapted to the changing operational context.

Minimum Qualifications and Experience

- Bachelor's or Master's degree in Humanitarian Affairs, Development Studies, Social Sciences, or a related field.
- At least 5 years of progressive experience in humanitarian or development programming, including management roles within INGOs.
- Proven experience in Multi-Purpose Cash Assistance (MPCA), security management, gender and inclusion mainstreaming, coordination, and donor compliance.
- Demonstrated ability to lead diverse teams and manage partnerships in complex emergency contexts.
- Proficiency in English language is an asset
- Willingness and ability to travel frequently to field locations.
- Strong project management skills, including budget oversight, narrative and financial reporting.

What We Offer

- The opportunity to lead a flagship emergency response.
- A collaborative and professional working environment.
- A competitive compensation package.
- Professional development and capacity-building opportunities.



Final Provisions

This ToR outlines the primary duties of the position but is not exhaustive. The Emergency Response Coordinator may be required to undertake other tasks as necessary to ensure successful implementation of the response. The job description may be reviewed and adapted in accordance with HEKS/EPER's policies and evolving needs.

How to Apply

Interested candidates are invited to submit their **CV**, **cover letter**, and **two professional references** to:

 nang.sankham@heks-eper.org

 **Deadline: 7 May 2025**

Due to the urgency of this role, applications will be reviewed on a **rolling basis**, and early applications are strongly encouraged. Only shortlisted candidates will be contacted. The selection process will include an **interview** and a **written test**.