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Karen Return & Reestablishment Committee (KRRC)  
ကရၢၣ်ပြန်လည်ဝင်ရောက်ရေးနှင့် ပြန်လည်ထူထောင်ရေးကော်မတီ

Executive Office: No-59, Naung Karaing Village, Yai Thar Village Tract,  
Pa-an, Karen State E-mail: edkrcc44@gmail.com

## VACANCY ANNOUNCEMENT

The Karen Return & Reestablishment Committee (KRRC) is looking for qualified Project Coordinator.

<b>Position Title</b>	<b>: Project Coordinator</b>
<b>Position End Date</b>	<b>: 21<sup>st</sup> April, 2025 .</b>
<b>Number of Post</b>	<b>: 1 Post</b>
<b>Duty Station</b>	<b>: KRRC Executive Office, Hpa An</b>
<b>Reporting to</b>	<b>: Assistant Director (Program)</b>

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**POSITION SUMMARY:** Under the supervision of KRRC Assistant Director, Project Coordinators will oversee the planning, implementation, and tracking of specific short-term and long-term humanitarian-related projects. The role requires a highly organized individual with a strong understanding of humanitarian project, project management principles, and the ability to lead a diverse team towards achieving the project's objectives.

### Primary Responsibilities

- Support project design and proposal development, including budgeting, work plans, and indicators.
- Assist in developing project implementation plans with realistic timelines.
- Oversee day-to-day project activities in coordination with field teams and partners.
- Collaborate with stakeholders to define project deliverables and milestones.
- Facilitate coordination between program, logistics, and finance departments to support delivery.
- Liaise with local authorities, community leaders, and other humanitarian actors.
- Monitor project progress and make adjustments as necessary to ensure successful completion.
- Build strong relationships with beneficiaries and ensure community feedback mechanisms are in place.
- Promote accountability and transparency through complaint and feedback systems.

- Support field staff by providing training, mentoring, and day-to-day guidance.
- Develop and manage the project budget.
- Track expenditures and ensure financial accountability.
- Prepare and deliver presentations and reports on project progress and outcomes.
- Collect, analyze, and report data on project outcomes and impact.
- Use data to inform decision-making and improve project strategies.
- Identify and mitigate potential risks to project success.
- Promote staff well-being and a positive working environment.
- Prepare regular progress reports for internal and external stakeholders.
- Ensure compliance with regulatory and donor requirements.

### **Education, Technical Skills and Knowledge Required**

- Any Bachelor's Degree or Bachelor's degree in International Development, Social Work, Public Health, or related field.
- Preferred experiences in Community development projects for at least 3-5 years or other Humanitarian projects.
- Proficiency in Microsoft Office and project management software.
- Proven experience managing multi-sectoral or emergency response projects.
- Excellent organizational and leadership skills.
- Excellent personal organizational skills, including time management, and ability to meet deadlines and work under pressure.
- Experiences with health project management, data analysis and reporting Previous experience in working INGO/NGO and EHOs would be an asset.
- Strong communication and interpersonal skills.
- Fluency in ethnic languages (Sagaw or Poe Karen) preferred.

### **Key Behaviors & Abilities**

- Willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours
- Ability to live and work in field sites in remote rural areas
- Ability to work independently, provide prompt and accurate data collection and reporting
- Excellent interpersonal skills and non-judgmental attitude towards people with different ethnic background
- Be a good team player and good personal skills (honest, trustworthy, flexible and respectful) to coworkers and organization
- Demonstrate commitment to KRRC's core values and policies

### **Application Process:**

Interested candidates should address the application to Admin and HR Manager, No-59, Naung Karaing Village, Yai Thar Village Tract, Pa-an or ***krzca273@gmail.com*** with his/her Curriculum Vitae (three references), Cover letter, a photo taken within last six months and copy of certificate(s), additional training attended.

**"Women are especially encouraged to apply, in line with our commitment to gender equity and diversity in the humanitarian sector."**

### **Deadline of Application**

The all completed application should arrive by **21<sup>st</sup> April, 2025**.

Only short-listed candidates would be contacted for the interview.

**The Karen Return & Reestablishment Committee (KRRC) enforces a rigorous policy of zero tolerance towards Sexual Exploitation, Abuse, and Harassment of beneficiaries. Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) is a shared responsibility, mandating strict adherence by all staff to the Code of Conduct, which rigorously upholds PSEAH principles at all times, both within and beyond work hours. Familiarity with and strict adherence to this Code is non-negotiable for all personnel.**