

- Job location** : Southern Shan
- Duration** : Up to December 2025 (Extendable base on budget)
- Vacancy opening date** : 14th March 2025
- Vacancy closing date** : 23rd March 2025
- Salary and Benefit** : Around 6000000MMK per month + Food Allowance & other benefit as per PUI Internal Staff Regulation

Première Urgence Internationale (PUI)

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, those hit by natural disasters, wars, and economic collapses, by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 6 million people in 25 countries in Africa, Asia, Europe, Latin America, and the Middle East: Health, WASH, Food Security and Nutrition, Shelter and Economic Recovery.

PUI has been working for the people of Myanmar on health and related issues since 1984, as Aid Medical Internationale (AMI). The merger of PU and AMI in 2011 strengthened our ability to provide integrated, multi-sector approaches utilizing the combined organisations' experience resulting in more diverse programming and intervention possibilities. PUI's mandate to respond to emergencies remains a priority, while maintaining a longer-term development focus to adapt to the contextual needs of the population in Myanmar. Specifically, PUI has been running an HIV prevention activity for Key population in Yangon region for over 10 years, linked to a malnutrition prevention program. In Kayin, PUI focus on primary health care, nutrition, WASH activities. In Shan, PUI focus on SRHR activities for general population. Today, the mission consists of 7 projects.

Job Purpose

The Field Coordinator is responsible for the proper functioning of the project sites, and proper implementation of programs developed on those sites. Under the supervision of the Head of Mission. S/he will directly supervise 1 Administrative and Finance officer, 1 Logistics Officer, and 2 Project Manager (based in Southern Shan).

Responsibilities

General Responsibilities

- **Safety:** He/She is responsible of the safety and security of the site, as well as people and properties in close coordination with the HoM.
- **Programs:** He/She coordinates the teams, and ensures proper implementation of programs on the site, under the supervision of his/her immediate supervisor.
- **Human Resources:** He/She supervises all of the teams at the site

- **Logistical, administrative and financial support:** He/She oversees the logistical, administrative and financial components at the site for the purpose of program implementation, and ensures compliance with the relevant procedures, with substantive support from the Logistics Coordinator, and the Administrative and Finance Coordinator of the mission.
- **Representation:** He/She represents the organization before the partners, authorities, and various local actors operating in the area where his/her base is located.
- **Coordination:** He/She centralizes and disseminates information from/to the site, and consolidates the internal and external reporting activities implemented in his/her field of operations before submitting them to the immediate supervisor.
- **Assessment/ Strategy:** He/She participates in strategy development and proposes new interventions in function of needs identified in his/her field of operations.

Specific Goals and Related Activities

Ensure The Safety Of Property And People At The Site

- He/She ensures that the safety plan for the site is up-to-date, and that everyone knows and understands it.
- He/She ensures data collection relative to the safety on his/her field of operations, provides analyses, and disseminates them to his/her immediate supervisor regularly or on an ad-hoc basis if urgent.
- He/She verifies that the material and human resource means at his/her disposal are adequate to ensure the optimal safety of teams, materials and beneficiaries.
- He/She alerts his/her immediate supervisor without delay in case of impending danger of teams or beneficiaries.
- In the event of a security incident, (regardless of whether it took place or was avoided), he/she ensures that the information is transmitted to his/her immediate supervisor without delay, and reported upon in accordance with PUI guidelines.

Ensure The Implementation Of Programs And Propose New Interventions

- He/She ensures the smooth running of ongoing programs on the site (meeting of objectives, respecting time-lines, budgetary monitoring, contractual reporting...) and reports to his/her immediate supervisor.
- He/She coordinates the internal (Project Monitoring Tool) and external reporting (donors' contractual reports, reports to authorities) in coordination with the grants' officer and und
- He/She sets up a formal coordination system, directs it in the field (meetings, written reports...), and reports to his/her immediate supervisor.
- He/She ensures proper filing of all documents produced in the context of the project(s), and ensures the availability of the verification sources mentioned in the proposals.
- He/She proposes new interventions and discusses them with his/her immediate supervisor.
- He/She is involved in identifying needs on the basis of agreed TOR (Terms of Reference) and with endorsement from his/her immediate supervisor.
- When defining new operational activities, he/she coordinates the work of the relevant technical departments and of the administrative and logistical support teams, with a view to preparing project proposals that are complete, and in line with the donors' formats and internal rules of PUI.
- He/She participates in the Strategy development exercise of the mission.

Supervise Teams At The Site

- He/She supervises all teams on the site.
- He/She guides the work of the different department at the site, tracks the realization of their objectives, and leads appraisal exercises at least once per contract period and per year.
- He/She participates in the hiring process, as well as in any decision related to the termination of employment contracts of local personnel on the site.
- He/She ensures compliance with the Internal Rules of Procedure of PUI on the site.
- He/She assumes or delegates responsibility for the integration of any new employee on the site, and ensures, in particular, that the context of program implementation, safety rules, logistical, administrative,
- HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood.
- He/She completes training programs staff (organizational support, methodology, technical support as the case may be organization of training sessions...).

- He/She prepares the job description of local staff under his/her immediate supervision, endorses job profiles of local staff drafted by the Technical Managers at his/her site, and forwards them for endorsement to the Admin & Finance Coordinator, and to any other potentially relevant party, (depending on the position).
- He/She constructs the organizational chart of the base, and has it endorsed by his/her immediate supervisor and the Admin & Finance Coordinator.
- He/She handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to his/her immediate supervisor in the event that he/she is not able to resolve dispute.
- He/She is the guardian of the image of PUI in his/her area of operation, and in that capacity ensures that the entire staff under his/her authority displays behavior consistent with the values upheld by the organization, and with full respect for the local culture.

Ensure Logistical, Administrative And Financial Support For The Site

- He/She ensures that the needs of the site are met (support, programming) and makes the needs known to the Admin & Finance Coordinator each month, while making sure that all donor and internal procedures are respected, and that commitments are in line with available budgets.
- He/She ensures that the site is equipped with the minimum of infrastructure (offices and housing) necessary for execution of the work and accommodation of teams, in optimal conditions of safety.
- He/She oversees the vehicle fleet, and more globally ensures its proper functioning, as well as the maintenance of all equipment belonging to the site.
- He/She is responsible for cost optimization; and uses budget tracking to achieve this; he/she ensures adequate financial resources for the running of the site.
- As regards budgetary monitoring, he/she participates in team-based analysis (along with technical, administrative and logistics management) and is responsible for detecting anomalies and proposing adjustments to his/her immediate supervisor and to the Admin & Finance Coordinator.
- Together with the Admin & Finance Coordinator, he/she tracks the cash flow for his/her site, and oversees disbursements.
- Together with the Admin & Finance Coordinator, he/she ensures that a system of internal oversight is in place at the site. He/She ensures compliance with procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders.

Ensure The Representation Of PUI In The Jurisdiction Covered By His/Her Site

- He/She represents the association before local actors, whether they are official or not, and ensures that good relations are maintained with each of them in compliance with PUI's principles of neutrality and independence.
- He/She attends main coordination meetings when they take place, and participates actively.
- In the event of visits from Donors, he/she participates in the organization and implementation of the visit.

Ensure Reporting And Dissemination Of Information

- He/She is responsible for writing donor reports for programs implemented on his/her site; reports which are wholly or partly drafted by him/her (involving consolidation of technical sections drafted by the technical managers and/or resource persons on his/her site).
- He/She sends the internal and external reports to his/her immediate supervisor while meeting the internal deadlines for endorsement (Situation Report, incident report) and external contractual deadlines (project reports).
- He/She organizes the two-way dissemination of information: from the site to the field coordination and from the field coordination to the site (regular and ad-hoc Situation reporting).
- He/She attends internal coordination meetings and participates actively.

Requirements

- **Minimum Qualifications M.B.B.S with relevant Master's Degree such as Public Health and/or humanitarian project management degree.** Additional years of relevant experience may offset the advanced degree.
- Demonstrated strong experience in project management
- Team & HR management
- Previous working experience with cash-based program and cash distribution to beneficiaries is preferred
- Excellent skills in terms of external relationships

Desired skills

- Proven organizational skills, with the ability to meet tight deadlines and balance multiple priorities. Demonstrated ability to work in a self-directed, results-oriented environment at a fast pace.
- Languages: Burmese as well as fluency in English (reading, speaking and writing)
- Demonstrated experience managing budgets and following donor compliance. Experience complying with UN grants in particular UNFPA a plus.

- Experience in safety and security management
- Great appetite for field work and organization: 60% of work time dedicated to supervision and 40% to office work (reports, etc.)

Due to the specific work to Premiere Urgence Internationale (PUI) and according to his responsibility stated here, the **Field Coordinator** is requested to stay at the organisation's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in concordance with the development of the programs.

To Apply Online, please access via this link,

<https://docs.google.com/forms/d/1-schO-2rc4rGv9qbqGOYADy68iWhH6QSmRwTmeFEi9k/edit>

Note: We will review all received CV on rolling basis and call for test/interview to the shortlisted candidates.

- Applications from all origins, religion, gender, age, People Living with HIV
- Women and people with disabilities are encouraged to apply.
- Parents with small children can be provided with some flexibility. Every application will be reviewed as per the qualification, experience necessary for the position only.

CV with cover letter and relevant certificates can be sent to:

Coordination office, No. (91-G1), Than Lwin Street, Golden Valley, (1) ward, Bahan Township, Yangon

(OR)

Shan Office, No. 48, Ngu War Street, Ayetharyar Township, Southern Shan State

Please mention the applied position in Subject if you send your application via email.
Only short-listed candidates will be contacted for next selection process.