



saves lives builds futures

**MINES ADVISORY GROUP MYANMAR**  
**JOB OPPORTUNITY**

The Mines Advisory Group (MAG) is a global humanitarian organisation founded in 1989 that finds, removes and destroys landmines, cluster munitions and unexploded bombs from places affected by conflict. Our vision is a safe and secure future for men, women and children affected by armed violence and conflict. We have thirty years of experience implementing Humanitarian Mine Action as well as Arms Management and Destruction projects in 68 countries and territories. At present, MAG is managing projects in twenty-six countries, including Myanmar. Globally, we are known for our advocacy efforts and in 1997, we shared the 1997 Nobel Peace Prize as a founding member of the International Campaign to Ban Landmines for our work to ban landmines.

MAG has worked in Myanmar since 2013. During this time, MAG has effectively delivered life-saving explosive ordnance risk education and mapped out the extent and location of explosive ordnance across five states and regions in Myanmar. We are currently looking for a **Community Liaison Officer** to join our team.

MAG is now seeking applications internally from suitably qualified and experienced Myanmar Nationals to fill the following position:

**Position** : **Community Liaison Officer**  
**Department** : **Operations Department**  
**Report to** : **Community Liaison Supervisor**  
**Location** : **Myitkyina, Kachin State**

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**Job Purpose:** The Community Liaison Officer (CLO) has responsibility for implementing and reporting on Community Liaison and Explosive Ordnance Risk Education (EORE) activities in the communities as directed by the Community Liaison Supervisor (CLS).

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### **Job Description**

- Liaise with affected communities, local authorities, government bodies, NGO's and development agencies, in the governorate s/he is assigned to, depending on specific tasks
- Collect information on landmine/explosive ordnance affected communities; complete surveys, accident and victim reports and community assessments
- Deliver targeted EORE sessions to community members and organisations
- Support CLS to deliver Training of Trainers and provide ongoing support to MAG partners, local CSOs, volunteers and community focal points to enable them to deliver risk messaging to affected communities
- Collect Contamination Baseline Assessments from affected communities
- Where possible, conduct non-technical survey through the use of focus group discussion and key informant interview
- Field test resources, including EORE materials, prioritization tools and equipment, where instructed
- Feedback to the CLS on the progress of activities and support CLS to complete monthly data and narrative reporting
- Record the impact of the projects and the need for future work through the collection of case studies, photographs, videos, needs assessments and evaluation reports
- Any other duties requested by the CLS

### **All staff are expected to undertake the following general duties:**

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.

- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

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## **Person Specification**

### **Essential Qualifications**

- High School Graduate
- Valid driver's license and ability to ride motorbike

### **Essential Experience**

- 3 - 5 years working in a similar role, with transferrable skills
- Experience facilitating training and focus group discussions

### **Essential Skills and Knowledge**

- Languages: Fluent Local Kachin and Shan languages; Intermediate Burmese; Basic to Intermediate English
- Computer literacy and experience with Microsoft excel and word
- Basic data entry

### **Essential Aptitude**

- Excellent communication and interpersonal skills with people from a wide variety of backgrounds both internally and externally
  - Self-motivated, flexible and enthusiastic
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How to apply: Interested candidates, please submit **Application Letter and CV** by emailing to MAG Yangon Office at [MM.HR@maginternational.org](mailto:MM.HR@maginternational.org) or deliver directly to MAG Myanmar – Yangon Office at No. 11- A, Zizawar Street, (8) Quarter, Yankin Township, Yangon, Myanmar.

Application Open: March 10, 2025

Application Deadline: March 20, 2025, COB 5:00 pm

All applications will be retained in MAG and only short-listed applicants will be contacted.

**As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. All employees are required to understand and uphold the standards outlined in MAG's Safeguarding Framework.**

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