



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 **Two Community Liaison Officers (Southern Shan State)** 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
No.of Position:		2
Department	:	Operations Department
Report to	:	Community Liaison Team Leader
Location	:	Taunggyi with extensive Travel

Job Purpose: The Community Liaison Officer (CLO) has responsibility for implementing and reporting on Community Liaison and Explosive Ordnance Risk Education (EORE) activities in communities as directed by the Community Liaison Team Leader and where necessary the Community Liaison Supervisor (CLS) and Training Quality Assurance Specialist. CLOs are expected to travel to implement activities, this may include overnight and multiple day trips.

Job Description

- Liaise with affected communities, local authorities, government bodies, local partners, NGO's and development agencies, in the governorate s/he is assigned to, depending on specific tasks.
- Collect information on landmines and other explosive ordnance affected communities, complete surveys, accident and victim reports and community assessments
- Deliver targeted Explosive Ordnance Risk Education (EORE)
- Deliver training and support to key people to enable them to implement (EORE) activities in at-risk communities.
- Conduct contamination surveys.
- Field test resources, including EORE IEC materials, prioritisation tools and equipment, where instructed.
- Feedback to the CLTL and where necessary the CLS on the progress of activities.
- 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.
- Support field level finance, logistics and procurement for activity implementation under the direction of the CLTL
- Any other duties requested by the CLTL and where necessary 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.

Person Specification

Essential Skills and Knowledge

- Languages: Fluent local languages and Burmese; Basic to Intermediate English
- 3 - 5 years working in a similar role, with transferrable skills
- Excellent networking skills and the ability to problem-solve
- Excellent organizational skills
- Self-motivated, flexible and enthusiastic
- Ability to ride motorbike in remote areas, and a valid driver's licence
- Excellent communication and interpersonal skills with people from a wide variety of backgrounds both internally and externally

How to apply: Interested candidates, please submit Application Letter and CV by emailing to MAG Yangon Office at MM.HR@maginternational.org or deliver directly to MAG Myanmar – Yangon Office at No. 43-A, Parami Road, (8) Ward, Yankin Township, Yangon, Myanmar.

Application Open: July 02, 2025
Application Deadline: July 11, 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.
