



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 Team Leader (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 Team Leader
Department : Operations Department
Report to : Community Liaison Supervisor
Location : Taunggyi with extensive Travel

Job Purpose: The Community Liaison Team Leader (CLTL) is responsible for organising, managing Community Liaison (CL) staff, volunteers and activities and liaise with partners, community, local authorities (as needed) and CSO, NGO, INGO representatives to gather, disseminate and document information on the presence and impact of landmines and explosive ordinances, as appropriate to fulfil project objectives. This includes planning, coordination and delivery of MAG's key activities of Explosive Ordinance Risk Education, Collection of Contamination Baseline Surveys, oversight of project data collection and reporting, provision of technical support to MAG partners, and working closely with the Community Liaison Supervisor, Training Quality Assurance Manager to undertake security and risk analysis of the Southern Shan region to support implementation.

Job Description

Technical

- Liaise with communities, traditional leaders, local authorities, NGOs, INGOs, and other relevant stakeholders to gather information that will support MAG's operational planning using interviews, meetings, community mapping and other participatory approaches
- Work with Training Quality Assurance Specialist and Community Liaison Supervisor to identify areas for implementation based on needs assessments, conflict monitoring and community feedback.
- Lead the implementation of contamination baseline assessments to identify suspected or confirmed landmine and EO contamination
- Gather information relating to accidents and victims of landmines or explosive ordnance and produce related reports
- Deliver explosive ordnance risk education to targeted groups ensuring that all participants have a good understanding of risks and mitigation strategies
- Gather data relating to the impact of MAG's work through relevant reports and case studies
- Deliver training and support to community focal points, leaders and/or teachers where relevant and provide follow up monitoring and support

- Liaise with local authorities to support access and implementation of activities under the guidance of Training Quality Assurance Specialist and Community Liaison Supervisor.
- Meet with camp/ village leaders and other local leaders and community members to plan activities in implementation areas and share the results of operations.
- Contribute to the process of developing CL methodologies, materials, policies and procedures

Operations Management

- Line manages all staff and volunteers in their team in accordance with MAG practices and HR policy.
- Liaise with partner organisations and coordinate their Humanitarian Mine Action Activities and capacity building
- Control and check activities and work conducted by MAG team members and partner teams.
- Assign work to team members at the beginning of each agreed upon working day and ensure team members are fully aware of, and able to undertake their duties.
- Identify the logistical requirements for proposed field deployments, and ensure that all required materials, resources, equipment and supplies are packed, stored and well maintained.
- Account for all team equipment and records and reports any losses or damages to the CL Supervisor (CLS) at the end of each working day.
- Account for all team personnel, and ensures absentees are logged and reported to the CLS every working day.
- Complete and check all the team reports before sending to the CLS

Logistics and Finance

- Identify the logistical requirements for proposed field deployments, and ensure that all required materials, resources, equipment and supplies are packed, stored and well maintained for assigned project area.
- Work closely with CLS and Logistics staff to ensure timely procurement and transport of all necessary activity materials and equipment.
- Work closely with CLS to prepare activity cash advances, settlements and forecasting for Sagaing based activities.

Human Resources

- Work with the TQAs and CLS to identify, induct and train new team members (staff and volunteers).
- Work with the TQAs and CLS to identify personal and professional development objectives for team members and contribute to the performance review process accordingly.
- Ensure that team members adhere to all MAG policies and procedures both technical and administrative, including safety, security and safeguarding.
- Reports to the CLS of any breaches of SOP, principles and process.
- Announces and imparts to all team members of the changes related to the SOP or principles.

Other

- Represent MAG in relevant meetings as and when required
- Any other reasonable duties as requested by the Community Liaison Supervisor or Manager and Project Manager

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 Qualifications

- Bachelor Level Degree

Essential Experience

- Experience delivering EORE and collecting CBA in the North West
- At least two years' experience of carrying out community-based education, development or similar activities
- At least two years' experience working in a CSO, NGO or INGO
- Experience managing a small team to deliver high-quality results
- Experience of using participatory techniques to gather information in at-risk communities
- Experience working with, managing relationships with partner organisations
- Experience of planning and organizing activities, including management of finance and resources

Essential Skills and Knowledge

- Languages: Fluent in Myanmar Language and Local Language, Intermediate: English
- Good knowledge and understanding of Chin and Magway's local communities, their norms and culture
- Ability to record information accurately and clearly
- A flexible and adaptable approach to work
- Ability and willingness to travel in remote areas for extended periods of time

Essential Aptitude

- Excellent interpersonal skills with the ability to build effective relationships and work with colleagues in a cooperative way
- Excellent presentation skills with the ability to engage with an audience

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.
