



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 **Humanitarian Mine Action Coordinator** to join our team.

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

Position	:	Humanitarian Mine Action Coordinator
Number of Position	:	1
Department	:	Operations Department
Report to	:	Community Liaison Operations Manager
Location	:	Yangon with travel to earthquake impacted areas.

Job Purpose: We are seeking a proactive and dedicated Humanitarian Mine Action Coordinator to lead advocacy efforts for integrating Mine Action activities into earthquake and natural disaster response efforts. The successful candidate will support the coordination of Mine Action operations in relief and support the coordination of the Northwest Mine Action Area of Responsibility (AoR), ensuring effective implementation and collaboration with local and international partners. Additionally, the Coordinator will represent MAG at both subnational and national coordination meetings, promoting best practices and advocating for mine risk reduction in affected communities. The coordinator will work with local and international actors to support engagement with coordination mechanisms and mine action activities. **This is a project based, fixed term contract until December 2025 with a possibility for extension depending on the funding situation.**

Job Description

Key Responsibilities

- Advocate for the inclusion of Mine Action in earthquake and natural disaster response planning and implementation
- Support and coordinate Mine Action activities within the Northwest Mine Action AoR.
- Represent MAG in coordination forums at subnational and national levels.
- Foster collaboration among humanitarian actors, government agencies, and partners.
- Ensure timely and effective reporting on Mine Action activities and challenges.
- Liaison with local and international organisations to support engagement with coordination mechanisms.
- Maintain a calendar and notes of all coordination meetings attended by MAG representatives.
- Ensure all coordination is undertaken in a conflict sensitive manner.

Logistics and Finance

- Identify the logistical requirements for any proposed trips to support coordination
- Prepare all financial documents related to trips and expenses

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

- Minimum of 3-5 years of experience in mine action, humanitarian coordination, or disaster response.
- Strong advocacy, communication, and representation skills.
- Knowledge of disaster response and Myanmar coordination mechanisms
- Strong organizational and project management skills, with the ability to prioritize tasks in a dynamic environment.
- Comfort working with Microsoft Teams, Outlook, Share Point and Zoom

Essential Skills and Knowledge

- Languages: Fluent in Myanmar Language, High level: English
- Confidence to engage in coordination meetings in both Myanmar and English Language
- Excellent interpersonal and teamwork skills, with the ability to build relationships with government, UN agencies, NGOs, and local communities.
- 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. 11- A, Zizawar Street, (8) Quarter, Yankin Township, Yangon, Myanmar.

Application Open: May 23, 2025
Application Deadline: May 30, 2025, COB 5:00 pm
Applications will be reviewed on a rolling basis.

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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