

Vacancy Announcement (For Myanmar National Only)

Title:	Project Coordinator
Location:	Ye-U
Contract Duration:	Until the end of January 2026 with a possible extension
Number of Positions:	1 Position
Report to:	Project Manager
Line Manager for:	Project Officers & Finance Assistant
Salary:	705 USD
Closing Date:	31 May 2025

Organizational Background

Our organization founded by the active and young leaders in 2023 is a non-profit organization based in the middle dry zone of Myanmar with the main purposes of enhancing the accessibility of the community to a quality education, safe and thriving homes, resilient livelihoods with employment opportunities, healthy and nutritious diets and optimal health and nutrition services. Our organization strategically executes the missions on a broad spectrum of projects and activities focused on the empowerment and capacity building of young people and the development of the local community through sustainable livelihoods to achieve the desirable outcome in the community.

Our Values

ACCOUNTABILITY

We hold ourselves and our partners accountable for ethical conduct and integrity, acting responsibly for the benefit of the communities that we serve. We are responsible stewards of our financial resources and maintain a sustainable organization.

DIVERSITY, EQUITY, INCLUSION, AND RESPECT

To create an equitable and inclusive community, we value diversity in all forms, which is vital for advancing innovation, critical thinking, and solving complex problems. We maintain dignity and respect for the individuals and communities we work with and serve.

COLLABORATION, PARTNERSHIP, AND SHARING

We are stronger and have a greater impact by working together. We organize and support public and private partnerships to be a healthy community and society.

INTEGRITY

Honest, encourages openness and transparency; demonstrates the highest levels of integrity.

JOY

A fundamental part of a healthy life, joy fosters better health outcomes and is essential to the way we work.

Role Purpose

Under the direct supervision of the Project Manager, we are looking for a Project Coordinator to contribute to the implementation of the MPCA, shelter and NFI project in Ye-U and Wetlet for swift recovery of earthquake and crisis affected population by strengthening their resilience and best practices on the way of response. The Project Coordinator will lead the successful implementation of multipurpose cash assistance, sheltering, CCCM, WASH, and protection interventions in the implementing townships by technical and operational support to the teams and representing as the field-office coordination point. He/she will coordinate with respective departments, technical lead agencies, implementing partners and other stakeholders to ensure smooth and efficient programming in the targeted townships. The Project Coordinator will capture the quality and impact of the project, through empowering the local resources, strengthening the community engagement, and ensuring the accountability to affected population.

Key Areas of Responsibilities

Project Management

- Manage and monitor the mobilization, preparation, and implementation of MPCA, shelter and NFI project according to the DIP to effectively deliver the assistance in the targeted areas.
- With the support and guidance from the Project Manager, lead and manage the everyday operation of the field office and activity implementation according to the DIP, MEAL plan, budget plan, etc.
- Closely working with the logistics team and Project Manager, regularly inspect the needs of shelter and NFI supplies for activities implementation, establish and proceed with the practical procurement plan for respective field office.
- Ensure that the implementation of project activities complies with the organization's SOPs, other operational procedures, and donor's requirements.
- Manage the complaint and feedback mechanisms to be in place including documenting, resolving, and follow-up on feedback for the assigned townships.
- Engage in additional tasks assigned by the Project Manager including addressing any project-related issues timely and raising any potential risks to the Project Manager for proper mitigation preparedness and better accountability.
- Fully comply with code of conduct, PSEA policy, child safeguarding, fraud & corruption, equal opportunities, and any other zero tolerance policies and procedures of organizations.

Monitoring, Evaluation, Accountability, and Learning

- Involve in the establishment and effective implementation of the Monitoring, Evaluation, Accountability, and Learning (MEAL) plan and framework in line with the project's log frame.

- Coordinate and closely work with the MEAL team for the project monitoring and evaluation, specifically indicators and the expected outcomes.
- Review the quality and findings of performance monitoring and analysis during regular monitoring visits, or through MEAL reports to track the progress and areas of improvement.

Financial Management

- With the support of the Project Manager, lead to prepare the budget plan, revisions, and other grant modifications for the respective field office.
- Coordinate with the finance team to do regular budget monitoring to ensure alignment with the donor's compliance.
- Monthly budget analysis and variance reporting of the project.

Team Management

- Provide supportive guidance and support to staff to ensure timely implementation of the activities within the definite budget and alignment with the key performance indicators.
- Be responsible for the technical and operational support and guidance provided to the team members to ensure smooth and better programming in targeted townships.
- Take accountability and arrange for capacity building of staff and strategic development of the office in line with the organizational development initiatives.

Reporting

- With support and input from POs, prepare and submit project progress reports representing the respective field office.
- Assist and involve in preparing the donor reports including quarterly reports, semi-annual progress reports, annual reports, final project reports, monitoring reports, and other additional reports according to the requirements.
- Participate in partner coordination or review meetings and present the project's progress and areas of improvement.
- Assist and support the Project Manager with input reflecting the field-level situations for the development of new project proposals.

Coordination & Communications

- Participate in the cash/shelter/NFI cluster or working groups and coordination meetings.
- Coordinate and work with respective stakeholders within and/or across the team and organization including local authorities, respective departments, other implementing organizations, CBOs/CSOs, donor agencies, and partners to leverage the programming.
- Ensure information flow and update sharing between the field office and supervisors from the head office for all implementation areas.
- Facilitate field visits for the Project Manager, donors, and partners.

Requirements for this position

Academic Qualification

- Advanced university degree with a minimum of 3 years of professional experience or bachelor's degree/equivalent with at least 4 years of working experience in humanitarian and development sectors at NGO/INGOs.
- Demonstrating a minimum of two years of experience in a relevant management position.

Professional Experience and Skills

- Strong experience in emergency project management and/or emergency response and recovery programming.
- Knowledge in implementing sector-specific MPCA (either in-kind or cash-based, etc.,)
- Require specific experiences and understanding of context and ability to be assigned in the implementing townships.
- Proven experience in managing day-to-day office running including finance, HR, and logistics to deliver the services, and being able to act as a focal of the field office is essential.
- Demonstrated skills and experience in providing training, and operational and technical support to the team.
- Strong experience and knowledge in project planning, monitoring, and evaluation.
- Proven experience in writing quality reports, stakeholder coordination, partner communication, and participating in cluster meetings.
- Experiences of participating in the cluster or working groups.
- Fluency in spoken and written Burmese and English.
- Excellent interpersonal and communication skills.

How to apply for

The successful candidates are encouraged to send their “[resume/ curriculum vitae mentioning the three professional referees and the cover letter](#)” to the following address.

Email address: recruitmentteam.hsf@gmail.com

Please write: “[Project Coordinator_MPCA/Shelter/NFI_052025](#)” in the subject.

Deadline: **31 May 2025, 5:00 PM (Myanmar Time)**

****Please note that only shortlisted applicants will be contacted for personal interviews. Applicants are encouraged to apply early as the contact will be made on a rolling basis before the closing date. Any applications after the closing date will not be considered. ****