

Vacancy Announcement (For Myanmar National Only)

Title: Project Coordinator (Re-announcement)

Location: Lashio

Employment Term: Fixed Term

Number of Positions: 1 Position

Report to: Director, Project Manager

Line Manager for: Project Officers, Finance Assistant, MEAL Assistant

Closing Date: 20 April 2025

Organizational Background

Our organization founded by an active and young leader 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 Director and Project Manager, we are looking for Project Coordinators based in Kutkai and Lashio to contribute to the implementation of the education project in Northern Shan State. He/she will be responsible for the quality and impact of the education activities providing the technical and operational support to the teams for their assigned townships. The Project Coordinator will supervise, and monitor the successful implementation of education activities including the ECCD/ NFI/ Excel, establishment of education infrastructure, and empowerment of educators and VEC. He/she will coordinate with respective departments, partner organizations, and other stakeholders to ensure smooth and efficient programming in the targeted townships. The Project Coordinator will contribute to the management of the project activities and the development of the local community collaborating closely with the internal and external, technical and operational leads and focal points. This position holder will take the responsibility and accountability for the overall management of the field offices.

Key Areas of Responsibilities

Project Management

- Manage the education project supervising and monitoring the mobilization, preparation, and implementation according to the DIP to effectively deliver project activities in the targeted areas.
- Be responsible for the technical and operational support and guidance provided to the team members to ensure the smooth and better programming of the education project in targeted townships.
- With the support and guidance from the Project Manager and Director, lead and manage the everyday operation of the respective field office and activity implementation according to the DIP, MEAL plan, budget plan, etc.
- Coordinate and closely work with the logistics team and Project Manager to regularly inspect the education supplies needs for activities implementation, establish and proceed with the practical procurement plan for respective field office.
- 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. • Ensure that the implementation of project activities complies with the organization's SOPs, other operational procedures, and donor's requirements.

- Take accountability and arrange for capacity building of staff and strategic development of the office in line with the organizational development initiatives.
- Manage the complaint and feedback mechanisms to be in place including documenting, resolving, and follow-up on feedback for the assigned townships.
- Coordinate and work with respective stakeholders including local authorities, respective departments, other implementing organizations, CBOs/CSOs, donor agencies, and partners to ensure smooth and better programming.
- 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.
- Comply with code of conduct, zero tolerance policies, equal opportunities, and other relevant 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 Director and 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.

Reporting

- With the support and inputs 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 inputs reflecting the field-level situations for the development of new project proposals.

Coordination & Communications

- Participate in the education cluster/ sector coordination meetings.
- Coordination with respective stakeholders, within and across the team and organization to leverage the programming.
- Ensure information flow and update sharing between the field office team and supervisors from the head office in 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 experiences in a relevant management position.

Professional Experience and Skills

- Strong experience in emergency project management and/or education in emergency programming.
- Knowledge in implementing the education activities including ECCD, NFE, Excel, etc.,
- Require specific experiences and understanding of context in Northern Shan State, and ability to be assigned in the implementing townships of Northern Shan State.
- 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 head 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/ sector meetings.
- 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: erecruitment.hrt@gmail.com

Please write: “[Project Coordinator_NSS_012025](#)”

Deadline: **20 April 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 would be made on a rolling basis before the closing date. Any applications after the closing date will not be considered. ****