

Vacancy Announcement

Name position:	Project Coordinator	Application deadline: 22 October 2026
(Interviews will be held on a rolling basis; the position may be filled before the deadline)		
Reports to:	Project Manager	Position Start: As soon as Possible
Project Location:	Yangon, Myanmar	Position End: 30 June 2027
Contract Duration:	8 Months (with possible extension)	

ZOA provides **RELIEF** to people affected by conflict or natural disasters. ZOA contributes to a new perspective of **HOPE** in which people work together for a promising future in dignity and mutual trust. Together with the affected communities, ZOA works on the **RECOVERY** of their livelihoods.

Purpose of the Position

The Project Coordinator will support the effective implementation of the Pharus-funded project aimed at improving food security and livelihoods among vulnerable and displacement-affected communities in Myanmar.

Reporting to the Project Manager, the Project Coordinator will be responsible for day-to-day project coordination, implementation follow-up, planning, monitoring, reporting, budget tracking and operational support. The role will help ensure that project activities are implemented on time, according to agreed quality standards, and in compliance with donor and organizational requirements.

By taking responsibility for routine project coordination and follow-up, the Project Coordinator will enable the Project Manager to focus on strategic project management, partner engagement, consortium coordination and external representation.

Key Responsibilities

1. Project Planning and Coordination

- Support the Project Manager in planning, coordinating and monitoring project activities.
- Develop and maintain detailed implementation plans and activity schedules.
- Coordinate with field teams to ensure timely implementation of project activities.
- Monitor progress against workplans and identify delays, challenges or risks requiring management attention.
- Organize and facilitate project planning, review and coordination meetings.
- Follow up on action points and ensure timely implementation of agreed decisions.

2. Monitoring, Reporting and Documentation

- Consolidate implementation updates from field teams and maintain accurate project records.
- Support project monitoring activities and ensure that relevant project data is collected and reported in a timely manner.
- Prepare monthly, quarterly and ad hoc project updates for internal and donor reporting requirements.
- Support documentation of lessons learned, success stories and good practices.
- Ensure project files, reports and supporting documents are complete and properly archived.

3. Budget Tracking and Administration

- Support monitoring of project expenditures against approved budgets and activity plans.
- Coordinate closely with finance, logistics and procurement teams to facilitate timely project implementation.
- Assist in preparing forecasts and spending plans.
- Ensure compliance with organizational procedures and donor requirements.

4. Quality Assurance and Operational Support

- Conduct regular follow-up with field teams to monitor implementation progress and address operational challenges.
- Support the Project Manager in reviewing project performance and identifying areas for improvement.
- Ensure implementation adheres to approved project plans, standards and donor requirements.
- Facilitate visits, assessments, monitoring missions and donor engagements as required.

Qualifications

Education

- Bachelor's degree in Agriculture, Rural Development, International Development, Business Administration, Social Sciences or a related field.
- Master's degree is an asset.

Experience

- Minimum 3-5 years of relevant experience in project coordination, project management or programme implementation.
- Experience managing donor-funded development or humanitarian projects.
- Experience in livelihood, food security, agricultural or community development programmes is preferred.
- Experience working with NGOs, consortiums or local partners is an advantage.

Skills and Competencies

- Strong project planning, coordination and organizational skills.
- Excellent report writing and documentation skills.
- Good understanding of project monitoring and donor compliance requirements.
- Strong communication and stakeholder engagement skills.
- Ability to manage multiple priorities and meet deadlines.
- Proficiency in Microsoft Office applications, particularly Excel, Word and PowerPoint.
- Good spoken and written English and Myanmar language skills.

Core Competencies

- Planning and organization
- Problem solving
- Communication and coordination
- Accountability
- Teamwork
- Results orientation
- Attention to detail
- Adaptability and flexibility

Please send CV and cover letter in English by email to recruitment.cdn@zoa.ngo (please include the job title in the subject line). For applicants who do not have access to the internet, you may submit your application in person at one of our branch (ZOA) offices. Please contact the nearest branch for submission.

Applicants must provide three professional references, of which at least one must be a current or former supervisor. By applying, you grant ZOA permission to contact these references for verification purposes.

The closing date for applications is **22 October 2026** at 5:00PM.

Only short-listed candidates will be contacted. Interviews will be held on a rolling basis.