



### SHWE KYUN THAR Network

Office: # (66), Ward (7), Bogyoke Aung San Street, Chaungzon Township, Mon State,  
Myanmar. (sktcz.mon@gmail.com, skt.humanresource@gmail.com )  
09- 784810030, 09785216993

## Vacancy Announcement

### (Local candidates only)

SHWE KYUN THAR (SKT) is a registered Organization in Mon State, Myanmar. The mainly focuses on Child Rights Governance and community development such as promotion of UNCRC, Child Rights Law, social accountabilities, Livelihood and other related activities which is involving children and community members in decision making process in their respective local and regional areas.

**SHWE KYUN THAR invites qualified applicants for the following.**

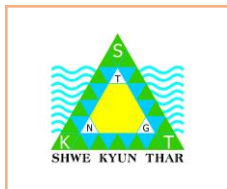
<b>Post Title</b>	Project Coordinator – Grade-C2
<b>Number of Posts</b>	(1) Person
<b>Duty Station</b>	Chaung Zon Office (Frequent travel to Project area)
<b>Starting Date</b>	As Soon as Possible
<b>Reporting to</b>	Program Director

**GENERAL ASSIGNMENT:** Project Coordinator need to facilitate of the whole process of the project implementation, donor communication and support in the development, implementation of project activities and communicate with the communities and targeted children, volunteer/educator to achieve the result frame work which includes project team members' management and reporting.

## TASKS & RESPONSIBILITIES

### Behavioral Competencies:

- Leading and supervising- Provides others with a clear direction; motivates and empowers others; sets appropriate standards of behavior, gives regular feedback and coaching.
- Writing and reporting - Writes convincingly, clearly, succinctly, and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and Logical way; structures information to meet the needs and understanding of the intended audience.
- Planning and organizing - Sets clearly defined objectives; plan activities and project well in advance and takes account of possible changing circumstances; identifies and organizes resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.
- Relating and Networking – Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humor appropriately to bring warmth to relationships with others.



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## **Main Responsibilities:**

### **General Management:**

- Uphold the mission, vision and values of Shwe Kyun Thar.
- To adhere the rules and regulations, procedures, and policies of Shwe Kyun Thar.
- To lead and manage overall implementation of the project in compliance to SKT's policies.
- To uphold professional ethics, principles, and values of the organization.
- To work closely with Project Team and donor agencies.
- To conduct regular project meeting with staff and stakeholders.
- To identify the needed changes in the strategy and design of the project for the improvement.
- To coordinate with all stakeholders and maintain good relationship.
- To build unity, team-work and mutual respect.
- To be accountable for overall operations of the projects.

### **Project Management:**

- Ensure high quality and timely technical supervision of project implementation.
- Provide reports to the direct supervisor regarding the project implementation on a regular basis and donor agencies.
- Support the staff and partners with the detailed implementation and procurement plans and timely implementation.
- Support processes for program documentation and reporting in collaboration with the M&E unit and partner organizations.
- Identify the necessary changes in the strategy and design of the project for the improvement.
- Identify best practices and lessons learnt for publishing to the SKT network, donors and local government.
- Ensure that the major project decisions and commitments are approved by the Board of Member and management team members.

### **Human Resources:**

- Supervise all project field-based staff including ensuring full understanding of their roles and responsibilities.



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- Mentor and assist project team members throughout the project cycle to use effective systems in selection and validation of beneficiaries, development of detailed implementation plans, fulfilling M&E requirements, logistics management, coordination and problem solving.
- Monitor the working environment and conditions and create and maintain positive working environment/conditions and build unity, team-work and mutual respect.
- Affirm and support program staff through personal and professional growth.
- Lead and Assist HR duties and support Program Director, BOD on HR issues in a constructive and confidential manner.

### **Financial Management and Logistics:**

- Responsible for ensuring that project expenditure matches planned expenditure.
- Work with the field teams on cash forecasts and requests and ensure compliance and budget control.
- Support budget revisions and projections on the budgets in consultation with the finance team.
- To assist with procurement planning and ensure that material acquisition is in accordance with rules and regulations of Shwe Kyun Thar.
- Supervision and monitoring of all project expenses and ensuring full compliance to SKT's financial policies.
- Control and management of the project budget.
- To find the funding opportunities for organizations under the vision and mission for sustainable management of implementation.

### **Other Qualifications and Experience:**

- Degree in a related field (Social Sciences, Gender, Management)
- At least 3 years of working experiences in related sector and management roles related to Livelihood, Child Protection, Gender and access to services.
- Well understanding the knowledge of Civil Society Organization culture and behavior and mobilize skills totally require.
- Willing and able to travel to remote areas/villages.
- Experience in conflict settings and ability to work in a conflict sensitive manner.
- Competent in written and spoken English is essential and local language is a value added.
- Excellent interpersonal, analytical, problem solving and organizational skills



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- Ability to work with minimal degree of supervision through demonstrating accountability, trust worthiness and strong commitment.

### TERMS AND CONDITIONS:

**Salary:** Competitive + Other Benefit

**Hours:** 40 hours per week

**Contract length:** One year with possibility of extension, subject to funding

**Probation:** Three-month Probation (this is three years program)

**Holidays:** 12 days leave per annual year, in addition to approved public holidays in Myanmar.

Applicants must follow the following information.

A cover letter above your resume; At least two referees and copy of the degrees / graduation certificate must be sent to the following address:

Address: Office: No.66, (7) Quarter, General Aung San Road, East ChaungZon Ward, ChaungZon Township, Mon State, Myanmar. ([skt.humanresource@gmail.com](mailto:skt.humanresource@gmail.com) , [sktcz.mon@gmail.com](mailto:sktcz.mon@gmail.com))

09-450452353, 09- 784810030,

Deadline for submission is 28.4.2025 (Monday) before 5pm. Only short list candidate will contact by SKT assigned staffs.