

Vacancy Announcement

Position Title	Project Coordinator
Project	ECW – CORE - strengthening access to safe, inclusive, and gender equitable education, improving quality of learning outcomes, and enhancing crisis readiness and responsive education project in Sagaing Region
No. of Position	1 position
Duty Station	Yangon Office
Type of Contract	Fixed-term Contract
Duration	12 months (including a 3-month probation period), with the possibility of extension.
Starting Date	As soon as possible
Reporting to	Program Director / Project Manager

Overall Purpose of the Position

The Project Coordinator (PC) will be responsible for coordinating the implementation of project activities under the " Strengthening Safe, Inclusive, and Quality Learning for Out-of-School Children Project " Working closely under the supervision of the Project Manager, the Project Coordinator ensures that project components (including field team management, educational materials distribution, and training sessions) are implemented smoothly, efficiently, and according to scheduled timelines.

Key Responsibilities

1. Activity Coordination

- Coordinate the execution of field activities in target areas, ensuring they align with the Detailed Implementation Plan (DIP).
- Organize and facilitate capacity-building training sessions, workshops, and orientation meetings for Field Staff and volunteer teachers.
- Monitor activity timelines closely and flag any potential delays or implementation challenges to the Project Manager.

2. Field Team Support and Supervision

- Provide direct support, guidance, and supervision to Field Coordinators and Township Monitors.
- Review and consolidate monthly work plans and field movement plans submitted by the field staff.

- Identify technical gaps or challenges faced by field teams and volunteer teachers, and coordinate timely troubleshooting or refresher support.

3. Monitoring, Verification and Quality Control

- Monitor progress against project targets and ensure educational interventions meet standard requirements.
- Work collaboratively with the field team and M&E Officer to ensure that data collection, beneficiary tracking, and verification processes are conducted accurately and on time.
- Assist in reviewing monthly target achievements and verifying participant lists, attendance sheets, and distributions before final submission.

4. Reporting and Documentation

- Compile and draft progress updates, monthly reports, and activity-specific reports from the field for the Project Manager's review.
- Ensure all field-level source documents, including training data, distribution logs, and official letters, are systematically organized and filed.
- Actively identify and document project successes, field challenges, lessons learned, and case studies.

5. Safeguarding and Compliance

- Ensure all field staff and volunteer networks fully understand and strictly comply with Child Safeguarding, PSEA, and humanitarian accountability principles.
- Ensure all project activities adhere to the organization's Child Safeguarding Policy and DO No Harm principles.
- Coordinate and logistically arrange child protection and safeguarding trainings for staff, partners, volunteers, and community members.
- Maintain strict confidentiality regarding all information about children and their families.

Qualifications and Experience:

- Bachelor's degree in Social Work, Psychology, Sociology, Community Development, Child Development, Human Rights, or related field (Master's degree preferred).
- Minimum of 3 – 5 years of relevant experience in education field or a similar field.
- Experience in facilitation and training for volunteer teachers trainings and community awareness sessions.
- Experience in working with children, vulnerable populations, and crisis situations.
- Strong interpersonal and communication skills.
- Ability to work independently and in a team, under pressure and tight deadlines.
- Fluent in English both written and verbal.
- Proficient in Microsoft Office and relevant software

Core Competencies

- Strong planning, organizational, and time-management skills.
- High attention to detail, accuracy, and confidentiality.
- Strong problem-solving, analytical, and decision-making abilities.
- Good communication, coordination, and relationship-building skills.
- Self-motivated, flexible, innovative, and quick to learn.
- Strong teamwork and collaboration skills.

We are committed to equal employment opportunities and welcome applications from all qualified candidates, regardless of race, ethnicity, religion, disability, age, gender identity, sexual orientation, marital status, or other protected characteristics. Women are particularly encouraged to apply.

How to Apply

Interested applicants are invited to submit an application letter, an updated CV with complete contact details, copies of relevant certificates, and contact details of two professional referees. Please indicate the position title in the subject line of your email and send your application to announcementpost@gmail.com.

Deadline for Application :

Only short – listed candidates will be invited for interview. We are not obliged to return received applications.