



JOB VACANCY

SOLIDARITES INTERNATIONAL launches the **external recruitment** of a

BASE	Yangon
POSITION	Emergency Coordinator

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams – 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers – work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will never ask for any remuneration to take part in a recruitment process.

ABOUT MYANMAR MISSION

Solidarités International (SI) is operating in Myanmar since May 2008. SI's current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through improved access to water, sanitation and hygiene as well as food security and livelihood activities.

Position: Emergency Coordinator

Desired Start date: 1st August 2025
 Contract duration: 6 months with possibility of extension
 Probation Period: 3 months
 Location: Yangon

MISSION / OBJECTIVES

The Emergency Coordinator supports the effective implementation of emergency programmes in Myanmar in line with Solidarités International's (SI) mission and strategic priorities. S/he contributes to the design, delivery, and monitoring of emergency response activities, ensuring these efforts are responsive to local needs and aligned with donor requirements. The Emergency Coordinator also plays a key role in building the technical capacity of SI's teams and promoting best practices in humanitarian response.

DESCRIPTION OF THE POSITION

Under the direction and supervision of the Deputy Country Director, the main tasks to be implemented are:

Strategic Orientation

- Contribute to the development of SI's emergency response strategy in Myanmar, aligning with SI's organizational policies and priorities.
- Participate in needs assessments and field visits to inform emergency programme design.
- Support the Deputy Country Director for Programmes (DCD-P) in monitoring evolving humanitarian needs and donor priorities.
- Provide inputs to strategic planning processes, including technical coordination meetings and programme reviews.
- Support the design and implementation of new emergency activities, working closely with technical coordinators, advisors, Field Coordinators (FCs), and other programme staff.

Program Quality and Relevance

- Ensure emergency interventions are designed based on needs assessments and context analyses.
- Support programme staff in defining technical approaches and assessing the financial, human, and logistical requirements for programme implementation.
- Monitor the alignment of emergency activities with SI's operational strategy, technical guidelines, and donor requirements.
- Contribute to the development and adaptation of project monitoring tools and performance indicators.
- Support programme teams in applying SI's technical standards and methodologies to ensure quality and impact.

Coordination, Technical Support, and Operational Oversight

- Lead SI's expansion of the rapid response mechanism (RRM), working closely with SI teams and implementing partners.
- Provide ongoing technical and operational support to programme staff during project planning and implementation.
- Ensure the effective use of SI's emergency project management tools, including work plans, budgets, and monitoring frameworks.
- Participate in programme and grant reviews, identifying challenges and proposing adjustments.
- Support the Logistics Department in the procurement and distribution of supplies for emergency activities.
- Anticipate potential operational challenges and collaborate with field teams to resolve them.

Capacity Building

- Support the recruitment and onboarding of emergency team members in collaboration with FCs and HR.
- Identify emergency training needs and lead capacity-building initiatives for SI Myanmar staff.
- Provide technical guidance to programme staff and field teams.
- Ensure compliance with SI's security protocols and guidelines.

Emergency Preparedness and Contingency Planning

- Support the identification, procurement, and pre-positioning of contingency stocks (e.g. WASH, shelter, NFIs) to enable rapid response to emergencies.
- Work closely with the Logistics Department to regularly review stock levels, consumption rates, and replenishment needs.
- Contribute to the development and regular updating of emergency preparedness plans, including risk assessments for conflict, earthquakes, and flooding.
- Work closely with the Programme, Finance, and Logistics Departments to ensure that preparedness activities are reflected in budgets and resource planning.

Learning, Coordination and Reporting

- Support the documentation and sharing of lessons learned and best practices in emergency response.
- Contribute to the development and refinement of technical tools, methodologies, and training materials.
- Collaborate with headquarters to share field insights and contribute to organisational learning.
- Support the preparation of internal and external reports, ensuring timely submission and accuracy.
- Represent SI in relevant sectoral coordination meetings and external forums as required.
- Liaise with local authorities, humanitarian partners, and other external stakeholders as needed to maintain effective coordination.

ORG CHART POSITION (reporting and functional relationships)

Line manager: Deputy Country Director

Functional report(s): field staff working on emergency response

PROFILE**Studies:**

- Bachelor/Master's degree in a relevant field such as emergency management, disaster risk management international social development/relations, social sciences, health, etc.

Experience:

- At least 5 years of experiences in the humanitarian field, preferably in emergency sector in INGOs
- 3 to 4 years of working experiences with similar position or related fields

Technical Skills:

- Humanitarian project management, proposal development, internal and donor reporting and budget management, Partnership management
- Outstanding management, reporting and communications skills are required
- Strong interpersonal skills and capacity to build strong relationships with various types of stakeholders

Cross-cutting Skills:

- Excellent leadership, communication, and facilitation skills
- Autonomy, proactivity, being able to take initiatives
- Capacity building skills, good representation and coordination skills

Language:

- Fluency in English and Myanmar

IT:

- Full professional proficiency in Excel, Word, PowerPoint, Outlook and Teams

SI WILL OFFER YOU**Salary:** 1520 USD**Social benefits:** SI Medical coverage, 12 days of Annual leaves, 5 days of Seniority leaves, Public Holidays per year, yearly ended bonus.

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL office at No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar.
or by email to mya.recruitment@solidarites-myanmar.org

Deadline for submitting applications: 22nd June 2025 (Not later than 5:00 PM)

Important to be considered, the position you want to apply for has to be specified on the envelope or as the subject of your e-mail.

Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date.

Only short-listed candidates will be notified.

Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud. Solidarites International expects full commitment of its employees with SI Charter, Code of Conduct including PSEA policy.