

## Community Facilitator

**ONSITE****MYANMAR**

### GENERAL INFORMATION

<b>Host Entity:</b>	UNDP
<b>Country of Assignment:</b>	Myanmar
<b>Duty station:</b>	Sagaing
<b>Volunteer Category:</b>	National UN Community Volunteer
<b>Number of Assignment(s):</b>	1
<b>Expected Start Date:</b>	01/07/2025
<b>Duration:</b>	6 month(s)
<b>Possibility of Extension:</b>	No
<b>Sustainable Development Goal:</b>	11. Sustainable cities and communities
<b>DoA ID:</b>	1784888021261248

### DETAILS

#### ORGANISATION MISSION AND OBJECTIVES

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UNDP has been providing development assistance to the people of Myanmar since the 1950s. UNDP operated under a restricted mandate from 1993 until 2012 implementing the Human Development Initiative programme which provided assistance directly to communities and individuals for improving their lives and livelihoods. In 2013, UNDP began working through two country programmes, and between 2018 and 2020 the focus shifted to direct support to the Myanmar Government. Following the military takeover in 2021, UNDP Myanmar pivoted to directly target the extremely vulnerable by meeting their basic needs and supporting community recovery, through the Community First Programme: 2021-2025. We have an extensive presence with 4 field offices covering 11 states and regions, with offices in Mon State - covering Mon and the southeastern regions including Bago - and Kachin and Shan states. UNDP also has a field office in Rakhine State and a sub-office in northern Rakhine. UNDP Myanmar works with an extensive network of local CSO, CBO, grassroots partners and community leaders established by UNDP under the Human Development Initiative which started in 1993. These networks remain operational, and UNDP has been able to quickly connect and deliver support through them despite rapid changes in Myanmar's political and social landscape.

#### ASSIGNMENT CONTEXT

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On 28 March 2025, a powerful 7.7 magnitude earthquake struck central Myanmar, causing significant human and material losses across Mandalay and surrounding areas. The disaster further exacerbated existing humanitarian and development vulnerabilities, particularly in communities already affected by conflict, displacement, and poor access to essential services.

In response, UNDP launched the Earthquake Response – Community Led Recovery and Reconstruction Project to support inclusive and resilient recovery through early restoration of livelihoods, infrastructure, and essential services, with an emphasis on community leadership and local economic revitalization.

The project focuses on two key outputs:

1. Restoration of essential community services and inclusive infrastructure, with strengthened local disaster risk reduction capacity
2. Livelihoods and economic opportunities restored through Inclusive, disaster- and gender-responsive recovery support.

## **TASK DESCRIPTION**

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Under the supervision of Project Manager, the UNV Community Facilitator will:

1. Community Engagement and Coordination

- Conduct regular coordination meetings with ward administrators, camp leaders, and other local stakeholders.
- Facilitate community meetings to inform and engage community members about project objectives, beneficiary selection criteria, entitlements, and implementation processes.
- Ensure that information is shared transparently and in a culturally appropriate manner.

2. Assessment and Data Collection

- Support the technical teams in conducting housing damage assessments and community infrastructure needs assessments.
- Collect and compile accurate information on earthquake-affected households, including demographic and vulnerability data, using standardised formats and digital tools (Kobo).
- Verify and validate beneficiary lists in coordination with community representatives.

3. Beneficiary Profiling and Documentation

- Collect detailed beneficiary information, including household profiles, photographs (if required), and relevant documentation for verification.
- Maintain secure, organized, and confidential records in line with data protection protocols.

4. Implementation Support

- Coordinate with the technical and project teams during the implementation of demolition, debris removal, and reconstruction activities.
- Assist in organizing community labor or in mobilizing local support as needed during construction or site clearance activities.

5. Cash and Material Support Facilitation

- Facilitate the distribution of cash or material support to selected beneficiaries as per the approved procedure if needed.
- Ensure all disbursements are properly documented, acknowledged by recipients, and reported accurately to the project finance/logistics staff.

6. Community awareness and capacity building

- Conduct awareness sessions on earthquake-resistant construction practices, safe demolition, and debris handling in collaboration with technical teams.

- Support the organization of orientation and basic training sessions for community members, including masons and local facilitators, on resilient building techniques and disaster risk reduction (DRR) principles.

#### 7. Monitoring and Reporting

- Provide regular updates and field reports to the Programme Specialist, including challenges, risks, and feedback from communities.
- Support in monitoring compliance with agreed community actions and commitments (e.g., agreed reconstruction timelines, environmental safety, etc.).
- Maintain and update the register of community feedback and responses.

Furthermore, UN Community Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Provide annual and end of assignment self- reports on UN Volunteer actions, results and opportunities.
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

### ELIGIBILITY CRITERIA

<b>Age:</b>	18-80
<b>Nationality:</b>	Candidate must be a national or legal resident of the country of assignment.
<b>Required experience:</b>	No experience required

### ASSIGNMENT REQUIREMENTS

#### REQUIRED RELEVANT EXPERIENCE

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2 year(s)

#### SKILLS AND EXPERIENCE

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- Secondary school education or equivalent.
- Voluntary service, community engagement or work experience can be considered in lieu of any formal education;
- Familiarity and good understanding of community-based development work, previous experience in the implementation of livelihoods is preferable

- At least 2 years of relevant work experience in Myanmar and in Sagaing, Mandalay, Mekihtila, Kyaukse in particular
- Good communication skills.

## REQUIRED EDUCATION LEVEL

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Secondary education

## LANGUAGE

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Language	Proficiency	Required
English	Working knowledge	Yes
Burmese	Native language	Yes

## COMPETENCIES AND VALUES

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- Professionalism: demonstrated understanding of operations relevant to UNDP; technical capabilities or knowledge relevant or transferrable to UNDP procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Integrity: demonstrate the values and ethical standards of the UN and UNDP in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility: adaptability and ability to live and work in potentially hazardous

and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;

- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNDP's mission and vision, as well as to the UN Core Values.

## **OTHER INFORMATION**

### **LIVING CONDITIONS AND OTHER REMARKS**

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The duration of the assignment is indicated above with the possibility of extension subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment. The current Conditions of Service for national UN Volunteers will apply to UN Conditions of Service is undertaken, with the following modifications as per

Interim Policy Note on UN Community Volunteers. UN Community Volunteers are expected to be recruited locally and work within their community, they are therefore not expected to travel to the duty station and are not eligible for a settling in grant. In addition, UN Community Volunteers should not require reintegration back into their locales upon completion of their service.

Therefore, there is no entitlement to a resettlement allowance. The applicable volunteer living allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included. Furthermore, in non-family duty stations that belong to hardship categories Dor E, as classified by the ICSC, a Well-Being Differential (WBD) will be provided monthly. <https://www.unv.org/>  
<https://www.unv.org/>

### **INCLUSIVITY STATEMENT**

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United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

### **SCAM WARNING**

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The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

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PDF generated: 18/06/2025