

	JOB DESCRIPTION	
	Position name: Field Project Assistant/Field Coordinator	Starting date: July 2025 Deadline for submission: June 26, 2025

POSITION DETAILS

Area/Department:	Program/Administration
Starting date:	July 2025
Based in:	ASIA Office in Kyaukse township with frequent posting in Pyawbwe
Internal relations:	Project Manager (Direct Supervisor)
External relations:	Suppliers, services companies, private and public partners, beneficiaries
New position:	Yes
Position length:	12-month contract, renewable depending on funding
Nationality:	Burmese
Reference gross salary/month:	Wages will be commensurate with experience

ASIA NGO Description

A.S.I.A. (Associazione per la Solidarietà Internazionale in Asia), is an International NGO based in Italy. We work in Asia continent with several donors on different kinds of projects (mainly focused on food security, agriculture, rural development, emergency response, environment, education, cultural heritage protection and microbusiness). For further information: <http://asia-ngo.org/en/>.

Synthesis

ASIA Myanmar is expanding its local team and scaling up its humanitarian operations to assist the most vulnerable earthquake – impacted populations of the Mandalay region. The Field Project Assistant will be based in ASIA local sub-office in Kyaukse, with frequent postings in Pyawbwe. In close coordination with the Project Manager, he/she will oversee the direct execution and monitoring of the project activities, according to the established workplan. The Field project assistant will support the ASIA Myanmar in the day-to-day management of project activities, while also providing key administrative assistance in document archiving and the preparation of reports and proposal development. He/ she will monitor the progress of activities and work closely with the WASH & Construction Officer and the local Agronomist.

The position implies a constant contact with beneficiary populations and liaising with local representatives.

KNOWLEDGE AND EXPERIENCE REQUIRED

Training:	University diploma in agricultural sciences, civil engineering, Water Supply Management, humanitarian and development studies, or any other relevant field.
Management:	Strong analytical, diplomacy skills and professional integrity. Proved knowledge of the project management procedures.
Technical specific knowledge:	Proven experience in project management and direct implementation of field activities. Direct experience within the Mandalay region, strong knowledge of the local context (highly desirable). Previous experience supporting administrative, logistics, and financial processes, including document archiving and reporting.
Personal Abilities:	Proactive and able to work independently and autonomously. Strong communication skills and ability to work in a team. Ability to maintain professional relationships with suppliers, colleagues and stakeholders. Proactive attitude and ability to prioritize tasks efficiently. Ability to work for goals in compliance with deadlines.

	Valid driving permit – able to drive motorbikes.
Key Competences:	Problem-solving attitude. Strong commitment to the Mission of ASIA. Ethical awareness, including anti-corruption practices and compliance with organizational policies.
Previous experience (years):	At least 3 years of experience in humanitarian action and emergency response, preferably with local or international CSOs.
Humanitarian sector knowledge:	Knowledge of recovery phase settings.
Languages:	Fully competent in the national language. Fluent in English.
IT systems:	Computer skills including Windows, Microsoft Office and other calculation software and tools.
Mobility (national/ international)	The field project assistant will be based at Kyaukse township, Kyaukse District, Mandalay region, with frequent posting in Pyawbwe. The post holder will also need to move within the region, with frequent visits to the townships and surrounding villages of Pyawbwe, Yametin, Sitgaing, and Kyaukse.

MAIN RESPONSIBILITIES & SCOPE

a. Project implementation

- Assist the Project Manager (PM) with the direct implementation of field activities of the project, as well as monitoring and supervision of activities to ensure the project delivers high quality outcomes.
- Identify potential gaps in the activities delivered up to date and provide the project manager with accurate advice on developments, challenges and recommendations for better action.
- Ensure that the objectives and outcomes of the project are achieved and measurable during and after the implementation.
- Travel to the project areas to ensure proper implementation of key project activities, according to the established workplan.

b. Monitoring and evaluation

- Plan regular missions in project areas and submit relevant reports to Project manager and support to collect/gather all the needed information for proposal development.
- Work closely with technical consultants; if there is any, to incorporate advice and recommendations into project delivery
- Ensure that all reports and documents are stored and organized in accordance with ASIA's reporting and compliance standards.

c. Data analysis and reporting

- Prepare monthly native reports following ASIA procedures/donor procedures and forward them to the project manager.
- Support the PM in ensuring the timely renewal of office and staff permits, visas and registration with local authorities.
- Analyses the impact of project activities, both in a qualitative and quantitative manner, and maintains a database of the data collected in each field visit.

D. Expertise selection

- Identify locally available skills and expertise with the support of the project manager that could contribute to improve the quality of the project.
- Supervise, with the support of the project manager and Admin coordinator, the hiring process of implementing local supplier/service to ensure correspondence between the project needs and the human resources deployed by the service/supplier to fulfil those needs.

E. Communication

- Participate in the relevant staff meetings of ASIA or partners
- Support with communication officer HQ in the gathering of useful information for the communication needs of the project
- Collect photos and stories from beneficiaries and provides monthly written updates to the project manager to support HQ communication and fundraising departments
- Establish and maintain good relationships with partners, local authorities and beneficiaries.
- Represent ASIA during all stakeholders' meetings in project areas.

ENCLOSING

Applicants are invited to send ASAP and by June 26, 2025 an e-mail to m.thanhtoo@asia-ngo.org with the following attachments (object "Field Project Assistant Application - NAME SURNAME"):

- Updated Curriculum Vitae (signed).
- Cover Letter.
- Two references with telephone number, e-mail address and relation with the candidate.

Only shortlisted candidates will be contacted for further selection process