



## VACANCY ANNOUNCEMENT

FS/L3GA/0926/01

|                   |                                                  |
|-------------------|--------------------------------------------------|
| Title             | Field Supervisor                                 |
| Job Location      | Home based (Sagaing/Monywa or near-by townships) |
| Contract Type     | Full Time Staff Position (40 hours per week)     |
| Level             | Level-3/ Grade-A                                 |
| No. of Position   | 1                                                |
| Reporting To      | Field Officer                                    |
| Posting Type      | External                                         |
| Contract Duration | One year contract                                |
| Closing Date      | 30th October 2026                                |

### **BACKGROUND**

Twellet, a locally based, non-profit, and non-political organization, was founded in 2019 and is led by a group of young and diverse professionals. The organization's core idea is to bring diverse professionals together and harness the potential of these educated individuals to drive positive changes in the health system in the future. Serving as a collaborative hub, our organization is dedicated to enhancing the physical, mental, and social wellbeing of people living in Myanmar through comprehensive social and public health services. Twellet is a community-based network formed by volunteer public health professionals working with like-minded volunteers.

### **POSITION SUMMARY**

The Field Supervisor is based at home preferably at townships near-by to Monywa or Sagaing Township (*with frequent field travel and geographical mobility across nearby project townships and target villages in Sagaing Region*) and provides direct day-to-day operational management, supervisory leadership, and coordination for project implementation across assigned field territories. Reporting directly to the Program Coordinator, the Field Supervisor oversees field team activities, manages community and technical volunteers, verifies daily payments, coordinates clinic-level processes, and ensures robust data collection and community accountability mechanisms.

## **Key Responsibilities**

### **1. Field Operations & Project Implementation**

- Lead on-the-ground execution of primary healthcare and community-based health activities across targeted townships in alignment with approved project plans.
- Direct and supervise Field Assistants and community volunteer networks in delivering under-five MUAC nutrition screenings, school meal demonstrations, MHPSS group sessions, health education events, and third-trimester maternal cash assistance.
- Coordinate field logistics for strategic purchasing activities, including organizing sensitization meetings with township authorities, monastic school leaders, Community Health Committees (CHCs), and local healthcare providers.
- Facilitate emergency referral support by collecting, verifying, and submitting Referral Case Reports for critical healthcare clients requiring higher-level clinical care.

### **2. Volunteer Management & Payment Verification**

- Directly recruit, orient, manage, and supervise community volunteers and technical volunteers across assigned territories.
- Verify volunteer attendance, daily work achievements, and task completion in strict compliance with Twellet Volunteer Management and Implementation Payment Policies.
- Prepare and submit verified volunteer activity logs and daily payment documentation to the Program Coordinator and Finance team for approval.

### **3. Data Management, Monitoring & Verification**

- Oversee routine field data collection via Kobo Toolbox using Unique Identification Codes (UICs) to maintain client confidentiality and data accuracy.
- Assist the Program Coordinator and Strategy/M&E Coordinator in conducting monthly clinic service verification visits, mystery client assessments, and quality audits.
- Facilitate Community Feedback and Response Mechanism (CFRM) activities, including client satisfaction surveys and monthly community response meetings to resolve grievances.

### **4. Stakeholder Engagement & Local Coordination**

- Maintain close liaison with local Community Health Committees (CHCs), monastic education leaders, Health Care Providers, local GP doctors, and village administrative structures.
- Act as the frontline operational bridge between target communities and Twellet management, ensuring community safety, acceptance, and active participation.

### **5. Reporting & Safeguarding Compliance**

- Prepare and submit regular weekly and monthly field progress reports, incident logs, and activity verification documents to the Program Coordinator.

- Enforce Twellet’s zero-tolerance policy regarding Sexual Exploitation, Abuse, and Harassment (PSEAH), Child Safeguarding, Code of Conduct, and Whistleblowing protocols across all field operations.

### **Qualifications and Requirements**

- Educational Background: Diploma or Bachelor’s Degree in Public Health, Nursing, Health Sciences, Social Work, Development Studies, or a related field.
- Professional Experience: Minimum of 2 to 3 years of practical field experience in community health, primary healthcare, WASH, education, or humanitarian emergency response in conflict-affected settings.
- Technical Skills:
  - Proven track record in managing volunteer networks, community mobilization, and field logistics.
  - Experience with mobile digital data collection tools (specifically Kobo Toolbox) and client registration databases.
  - Contextual Knowledge: Deep understanding of the socio-political, security, and access dynamics in Sagaing Region, with demonstrated ability to operate safely and diplomatically in volatile environments.
  - *Geographical Mobility & Local Access: Proven willingness and physical ability to travel regularly to nearby target townships and surrounding rural project sites around the base location under complex field conditions.*
- Core Competencies:
  - Strong team leadership, interpersonal communication, and conflict-resolution skills.
  - High level of personal integrity, accountability, and commitment to Gender Equality, Disability, and Social Inclusion (GEDSI) principles.
  - Language Requirements: Fluency in Burmese (written and spoken) is required; working knowledge of English is an advantage.

### **APPLICATION PROCESS**

*Twellet is an Equal Opportunity Employer. Female candidates and qualified applicants are invited to submit a complete application package consisting of a cover letter outlining their suitability for the position, a detailed curriculum vitae (CV), and the contact information of two professional references.*

Applications must be sent via email to [info.twellet.tl@gmail.com](mailto:info.twellet.tl@gmail.com) with the subject line clearly stating: “Application – [Position Title] – [Your Name].” The deadline for submission is **30th October 2026.**

Only shortlisted candidates will be contacted for further steps in the selection process. Applications submitted after the closing date or without a complete CV will not be considered.

Only applications submitted via email will be accepted. Shortlisted candidates will be invited for interviews on a rolling basis, and earlier applications may be reviewed and interviewed first.

*“Twellet is fully committed to ensuring the safety and protection of children, youth, and vulnerable adults. We have zero tolerance for any form of sexual exploitation, abuse, harassment (SEAH), child abuse, or fraud. All successful applicants will be required to sign and adhere to the organization’s Child Safeguarding Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, and Code of Conduct.”*