

## Vacancy Announcement (VA-25/2025)

<b>Position</b>	<b>Project Coordinator_Northwest</b>		
<b>Report To</b>	<b>Head of Programme</b>		
<b>Supervision of</b>	<b>Project Officers (Dry Zone and Chin)</b>		
<b>Department</b>	<b>Operations - Eurasia</b>	<b>Job Location</b>	<b>Mandalay or Chin State</b>

**Type of contract : Operational Consultancy Contract (National)**

Project Coordinator position is to oversee and manage the planning, execution and closing of various projects in Northwest. The position holder will be responsible for ensuring that projects are completed on time, within budget, and meet the required objectives. The Project Coordinator supervises the project team and acts as a liaison between team members, stakeholders and the Head of Programme, facilitating effective communication and coordination.

Professional Requirements	Behavioural Competencies & Work Experience
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>University degree in social sciences or related field</li> </ul> <p><b>Professional Competencies</b></p> <ul style="list-style-type: none"> <li>Strong leadership and team management skills</li> <li>Strong reporting and writing skills.</li> <li>MS proficiency (Microsoft Word, Excel, outlook, etc.).</li> <li>Strong planning and organizing skills.</li> <li>Previous experience from working in complex and volatile contexts.</li> <li>Fluency in English, Burmese, written and spoken; other local languages are a plus.</li> <li>Experience from working in a humanitarian/recovery context preferable.</li> </ul>	<p><b>Behavioural Competencies</b></p> <ul style="list-style-type: none"> <li>Working standards reflect a high level of integrity, ethics, and confidentiality.</li> <li>Planning and delivering results.</li> <li>Attention to detail.</li> <li>Communicating with impact and respect.</li> <li>Compassionate and caring.</li> <li>Cultural sensitivity.</li> <li>Collaborating across departments.</li> <li>High sense of accountability.</li> <li>Capacity to handle competing demands and tight deadlines.</li> <li>Coping with change.</li> <li>Capacity to handle insecure environments.</li> </ul> <p><b>Work experience:</b></p> <ul style="list-style-type: none"> <li>3-5 years' experience in a community-based organization, preferably in a humanitarian context</li> </ul>

### Organisation/ Structure

The Project Coordinator will report to the Head of Programme and will oversee four Project Officers.

## General Description and Main Activities

### **Generic Responsibilities:**

- Work within the framework of Organization's core values, promoting its ethos and mission statement.
- Ensure familiarity with and adhere to all Organization policies and procedures.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in Organization's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with Organization's work and reporting concerns if they do arise.
- Develop and manage a project team in Chin and the Dry Zone.
- Lead the implementation of projects in Chin and the Dry Zone.
- Perform any additional tasks as requested by line manager.
- Must have access to reliable internet connection.
- Provide temporary support to Organization's operations in another duty station within Myanmar as needed.

### **Specific Responsibilities:**

#### **Strategy implementation**

- Support Head of Programme in the development of an area-based strategy, in line with Mission and global strategy.
- Collect and analyze, through regular field missions, information relating to the context, conflict situation, humanitarian needs, and potential impact on Organization's work in project area(s) and relay this to Head of Programmes.
- Identify new opportunities for Organization, including new thematics, stakeholders, project areas etc.

#### **Proposal development**

- Lead assessments at area level according to Organization strategy in Myanmar.
- Contribute to activity budget design and ensure needs at area level have been taken into consideration.

#### **Project implementation & follow-up**

- Participate in the drafting of annual and monthly program plans, budgets, and project activity monitoring plans in consultation with Head of Programme, Finance team, MEAL team and other relevant team members.
- Oversee the implementation of activities by project team, in accordance with project work plans. Update workplan on a monthly basis.
- Monitor and report on all project activities, including supporting documents and conduct field visits to project locations to assess quality of activity implementation.
- Assist in the formal closure of projects, including conducting post-project evaluations, capturing lessons learned, and archiving project documentation.

#### **Staff management**

- Collaborate in the recruitment process on job description, evaluating candidates, conducting interview and onboarding of new hires.
- Mentor and support the project team to build capacities, improve efficiency and performance, and encourage staff growth and development.
- Oversee performance management by setting clear objectives, conducting regular evaluations, providing and accepting constructive feedback effectively, and ensuring capacity building development plans is in place for all staff at area level to enhance team productivity and individual growth.
- Promote team building, productivity, and staff welfare.
- Ensure effective communication by leading weekly area meetings among staff, 1 to 1 meeting to ensure efficient internal coordination by clearly articulating expectations, actively listening to team members.
- Manage conflicts among staff at area level in coordination with HR.

### **Partnerships & External relations**

- Develop and maintain partnership strategy in Northwest area.
- Build and strengthen Organization's relationship with key stakeholders in Northwest area
- Participate in area-based NGO platform meetings.
- Support project teams in implementation of partnership agreements.

### **Communications**

- Provide good quality material (photos, videos, stories from the field) about the project and timely reports to showcase project outcomes and achievements in external communication material.
- Support in drafting speaking points and messages for Organization team members.
- Support implementation of communications strategy including activities, campaigns, events, and other initiatives.

### **Safety & security**

- Analyze and monitor the security context at area level, suggesting mitigating measures to the Security Team.
- Implement security and safety standard operating procedures for Northwest area and ensure all staff adhere to security procedures.
- Ensure security incidents are timely reported to Security Coordinator and HoP.

### **Admin/Finance**

- Ensure Procurement Requests are accurate and raised in a timely manner.
- Ensure timely and accurate submission of advance requests. Ensure timely closure of advances.
- Oversee the implementation of activities by project team, in accordance with project budget and available funding. Update forecast on a monthly basis. Flag any over expenditure and work with the finance department to ensure adherence to financial guidelines.
- Ensure accurate monitoring and reporting on all project expenses, including supporting documents.
- Submit timesheet and invoice in a timely manner.

### **Compliance**

- Manage safe keeping of information and knowledge, including filing of program documents and materials.
- Ensure implementation respects donor rules.

### **Conditions**

- Position : Project Coordinator
- Contract: Till Dec 2025
- Based in: Mandalay or Chin State (with 50% travel)
- 100% full-time position
- Preferred start date: As soon as possible

### **Application**

To apply, please send your CV, cover letter to [https://forms.swisshrmonline.ch/240811600402338?xvna=Project%20Coordinator%20-%20Northwest%20-%20Myanmar%20\(National\)&xvnu=VAC1151&xsou=%25mediaName%25](https://forms.swisshrmonline.ch/240811600402338?xvna=Project%20Coordinator%20-%20Northwest%20-%20Myanmar%20(National)&xvnu=VAC1151&xsou=%25mediaName%25) no later than 27 June 2025.

All applications will be kept confidential. Please note only shortlisted candidate will be contacted for further process.