

**Vacancy announcement**

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| Title | Field Coordinator |
| Report to | Programme manager |
| Vacancy Number  | No.002/2025/GR-HK |
| Job Location | Hakha , Chin State |
| Number of Vacancy | 1 post |
| Duration | Three months with possible extension |
| Three months with possible extension | 20.6.2025 |

GREEN is a local CSO based in Chin State settled head office in Hakha. GREEN’s mission is to create sustainable access of community development with holistic approaches such as livelihood and food security/education/youth development and job opportunity/infra-structure/water & sanitation/local good governance and human right; environmental conservation programs/natural resource management processes; rehabilitation projects; Emergency assistance programs; funded by local private sectors, UN agencies and international donors.

In 2025 for three months project, GREEN has to implement project of **Enhancement of Quality Educational Access** of most vulnerable school aged children and improving the capacity of teachers in the crisis affected area of 4 schools of 4 villages in Thangtlang township, Chin state.

**Responsibilities:**

• To take close coordination and supervision of the Programme manager.

• Ensure that all projects especially trainings are delivered on-time, within scope, tools and

 within budget.

• Assist in the definition of project scope and objectives, involving all relevant stakeholders

 and ensuring technical feasibility.

• Develop a detailed project plan to monitor and track progress

• Manage changes to the project scope, project schedule and project costs using appropriate

 verification and techniques

• Report and escalate to management as needed

• Manage the relationship with the Partner and all stakeholders

• Perform risk management to minimize project risks

• Establish and maintain relationships with third parties/vendors

• Create and maintain comprehensive project documentation

• Use and continually develop leadership skills

• Attend conferences and training as required to maintain proficiency

• Perform other related duties as assigned

• Develop spreadsheets, diagrams and process maps to document needs

**Requirements:**

• Proven working experience in project management

• Excellent client-facing and internal communication skills

• Excellent written and verbal communication skills

• Solid organizational skills including attention to detail and multitasking skills

• Strong working knowledge of Microsoft Office, Email and Internet

• Bachelor's Degree in appropriate field of study or equivalent work experience

**Skills & proficiencies:**

• Developing and Tracking Budgets

• Coaching

• Supervision

• Project Management

• Reporting

• Process Improvement

• Planning

• Performance Management

• Inventory Control

• Verbal Communication

**SUBMISSION OF APPLICATION**

Interested and qualified persons are requested to submit the application with a Cover Letter,

Curriculum Vitae, and copies of relevant documents, a copy of NRC and one passport sized update photo should be submitted by email greenhakha.org@gmail.com/salaigreen17@gmail.com , not later than (5:00) PM, on 20 June , 2025.