

JOB DESCRIPTION

Job Title:	Project Coordinator
Number of openings:	Two (2)
Location:	Yangon, Myanmar
Reporting to:	Programme Manager
Management responsibility	Project Officer (possible)
Type of position:	National position
Salary:	Competitive INGO salary dependent on experience
Contract terms and hours:	This is an open contract that is subject to continuation of funding. Current funding is 12 months. Standard working week is 37.5 hours
Background:	
<p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with individuals and communities affected by conflict to improve their safety and sense of security. We do this by focusing on people – strengthening the existing skills of community members to address the drivers of insecurity in collaboration with local authorities, whilst also supporting effective policies and practices through advocacy, research and policy development, and through supporting the positive and innovative actions of others.</p> <p>Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.</p> <p>Much of Saferworld’s programme in Myanmar is dedicated to working with local organisations to identify communities’ lived experiences of the drivers of insecurity, and to engage with relevant formal and informal security and justice actors and other local authorities to address the issues. Saferworld is committed to developing more evidence on how local, non-state security and justice provision can address risks to safety and human security, and provide access to justice for people in conflict-affected contexts, particularly women and youth.</p>	
Job purpose:	
<p>The project coordinator will contribute to strategic programme development and support effective project delivery by taking responsibility for day-to-day implementation, documentation, and operations of project activities in specific geographic locations in south east Myanmar, with emphasis on Karen communities and/or Mon communities. S/he will also serve a core function to develop and cultivate healthy relationships with civil society partners, local communities, and relevant authorities.</p>	

Roles and responsibilities:

1. Lead the implementation of the community safety project in specific project locations:

- Lead all communication with partners regarding day-to-day implementation of community safety activities.
- Lead the grant management of project partners. Ensure that partners submit financial and narrative reports in a timely fashion and to the standard that meets Saferworld requirements.
- Lead Saferworld's respectful interaction with local authorities (both state and non-state) ensuring that authorities are informed about the community security project and support partners to establish positive relations with authorities.
- Identify other key stakeholders in project areas (e.g., Karen and Mon led CSOs, businesses, religious leaders, other CSOs/INGOs) and build and maintain good relations.

2. Identify skill-building needs of partners and liaise with programme colleagues to ensure these are met:

- Conduct partner needs assessments to identify their priorities for strengthening performance and ensure that training and mentoring needs are assessed and reported on a regular basis.
- Provide mentoring support to partners related to implementation and the community safety approach.
- Liaise with programme colleagues to ensure that training needs are met in a timely fashion.

3. Support partners to establish and support community-based working groups and assist them to build constructive relations with local and sub-national authorities, including the organisation of exchange and advocacy trips.

- Provide day to day support to partners to ensure the working groups are inclusive and representative of the wider community and are provided with the necessary support to implement the community security approach, to analyse the drivers of local security concerns, and to implement action plans in a gender and conflict sensitive manner.
- Engage with partners to build positive relations with local authorities and other important stakeholders to resolve community security concerns.
- Support partners to organise exchange and advocacy trips for working group members to promote peer learning about different advocacy methods with authorities for improved safety.

4. Support the team in the provision of monthly situation updates in the project location and regular monitoring reports that take stock of the project outcomes and impact.

- Work with the partners, local authorities, working groups, and other stakeholders in the project location to provide monthly situation updates and liaise with colleagues to ensure that this information feeds into monthly planning.
- Work closely with partners and the MEL coordinator to ensure the effective monitoring of the project progress, in line with the progress indicators.
- Work closely with the communication and MEL coordinators to document and monitor change stories and ensure that these are fed into our engagement with authorities, donors and other stakeholders.

5. Work in close collaboration with the finance and administration team to ensure partnerships are in line with donor requirements and that financial and narrative reports are reported promptly and to a high standard.

- Ensure that partners provide quarterly forecasts and that quarterly finance and narrative reports are submitted in a timely fashion.
- Work with the finance team to review financial reports and ensure that any discrepancies are discussed with partners and addressed in a constructive and collaborative manner.

6. Liaise with the Saferworld Myanmar country team, Saferworld HQ and regional Saferworld teams to share learning and information

- Provide weekly updates on project activities, achievements and challenges.
- Participate in organisational coordination and learning meetings.
- Liaise directly with relevant counterparts in HQ and/or other Saferworld countries if and when necessary.

Key working relationships

Programme Manager (Myanmar)
Programme Team (Myanmar/UK);
Finance and Administration team (Myanmar);
MEL Coordinator (Myanmar)

Programme Support and Learning Unit (UK);
Policy, Advocacy and Communications team (Myanmar/UK)

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • Develop monthly activities for Saferworld in cooperation with partners • Review activities forecast per month for partners • Compiling quarterly and annual narrative reports • Ensure quality and accuracy of reports
Financial resources	<ul style="list-style-type: none"> • Participate in the development of proposed budgets • Responsible for monthly cash forecast with relevant partners
Other resources	N/A
People management	<ul style="list-style-type: none"> • Line management of one project officer (potential)
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure partners' practice is compliant with country labour laws • Ensure all accounts are completed are in line with country financial regulations and donor requirements • Shared responsibility to ensure safeguarding procedures are communicated to project partners

Person specification

Knowledge, qualifications and experience

- Myanmar national with a strong understanding of the conflict context and of key stakeholders in Myanmar
- Experience of working in international development, peacebuilding or related areas
- A degree in a relevant subject (e.g. peace/conflict studies, development, policy studies), or equivalent professional experience
- Proven experience of working with staff and civil society partners to plan, arrange and implement activities towards achieving project objectives
- Proven experience of integrating conflict and gender sensitivity in programming.
- Experience in the implementation of MEL methods, tools and approaches within the INGO/NGO or similar sectors, and/or willingness to learn by building on related experience
- Experience and understanding of theories of change
- Proven experience of information analysis and report writing
- Experience of capacity-building with partner organisations
- Experience working with civil society partners along the Thailand border areas, in Kayin/Karen State and/or Mon State is an advantage

Skills and abilities

- Ability to develop and maintain positive relationships in support of Saferworld's work in Myanmar, with a wide range of stakeholders, including civil society organisations, government bodies and officials, ethnic-based organisations, and international donors
- Ability to speak and read Karen or Mon is an asset, along with good written and spoken English and Myanmar.
- Ability to work in a non-partisan manner, sensitive to differences of ethnicity, religion and gender
- A team player: able to demonstrate a cooperative and problem-solving approach
- Ability to work without close daily supervision, using own initiative and showing flexibility
- Experience coordinating community-based on conflict sensitivity projects

Personal qualities

- Commitment to Saferworld's approach to partnership
- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and values of equality and diversity, and understanding of how this applies to own area of work
- Commitment to continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

Other requirements

- This position is based in Yangon. There will be regular travel within Myanmar and to Thailand to support Saferworld partners, conduct monitoring visits and advise on programme management issues. The post holder may be required to travel to Saferworld's Head Office in London or to other countries for Saferworld-related activities.

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at jobs@saferworld.org.uk (Ref: PCMM)

Deadline for applications: 17 July 2020

We only accept completed application forms so please do send your CV