

Vacancy Announcement

Ref: MAUK-VA-020/2018

Post	Operation Coordinator
Location	Buthidaung, Rakhine State
Starting Date	As soon as possible
Duration	One Year Extendable Contract (Probation Period 3 months)
Report to	Field Office Manager (FOM) Sittwe
Vacancy Opening Date	Aug 10, 2018
Vacancy Closing Date	Aug 24, 2018

MA-UK is an international non-profit non-governmental organization registered in Myanmar. We have been delivering aid to Myanmar since 2012. Our organization has been providing vital emergency assistance and long-term development projects to thousands of people in dire need of humanitarian assistance throughout Myanmar each year. Our areas of work include Education, Livelihood, WASH (Water, Sanitation & Hygiene), and Emergency Response.

Purpose of the position

The Operation Coordinator will be responsible to manage and implement Buthidaung Emergency and Developing Programme. He/she will be based in Buthidaung and will work under the direct supervision of and support of Humanitarian Program Manager.

Job Description

1. Program Coordination

- Person in charge for Buthidaung and supervising the team in Buthidaung.
- Closely work with Sittwe office management for coordination and consultation
- Communicating and coordinating the project with related stakeholders
- Coordinating with local authorities on development and support of regional plans in Buthidaung
- Ensuring that the roles and responsibilities are well understood by other humanitarian actors as well as by displaced persons and surrounding populations.
- Negotiating humanitarian access to working areas and other settings.
- Monitoring the implementation of MA-UK project with internationally accepted standards.
- Improving information management by systematic collection, analysis and dissemination of baseline data on population humanitarian services and their providers, as well as identification of

humanitarian gaps.

2. Admin and Logistics Works

- Supervising and supporting program staff and assistants in the implementation of project activities.
- Closely communicating with Sittwe office and Country Office in needed.
- Facilitating camp access including timely provision of any required documentation.
- Providing logistical support to program staff and camp bases, including managing the supply chain, vehicles, assets, and distribution materials
- Supporting Operation Officer for necessary assistance when take place in training in the camp
- Liaising and building partnerships with community leaders and other relevant actors to encourage participation in, support for and a better understanding of the program activities
- Ensuring accurate and efficient procedures are maintained in logistics, particularly in the areas of procurement, storage distribution, and transportation.
- Submitting accurate and timely internal reports as required by Country Office and contribute on request to external reports.

Essential Skills

- At least 5 years of experience in emergency program
- Extensive project Management Skills
- Capability of leadership and management skills are required
- Excellent skills in Writing and Speaking Skills
- Strong negotiation and interpersonal skills, and flexibility in multicultural environment
- Ability to work
- well in under pressure and able to meet deadline

**Application should be sent to hr@mauk-myanmar.org
no later than 17:00PM, Aug 24, 2018**

Only shortlisted candidate will be contact, and inability to reply for phone queries.

Please mention Ref: VA Number for your apply position.

**Equal Opportunity &
Diversity Employer**