

## Vacancy Announcement

Ref: MAUK-VA-021/2018

Post	<b>Operation Coordinator</b>
Location	Kyauk Taw, Rakhine State
Starting Date	As soon as possible
Duration	One Year Extendable Contract (Probation Period 3 months)
<b>Report to</b>	Head of Program
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 Kyauk Taw Emergency and Developing Programme. He/she will be based in Kyauk Taw and will work under the direct supervision of and support of Humanitarian Program Manager.

### Job Description

#### 1. Program Coordination

- Person in charge for Kyauk Taw and supervising the team in Kyauk Taw.
- 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 Kyauk Taw.
- 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 populations, 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 in English
- 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](mailto: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**