

Roles and Responsibilities

Duties and Responsibilities

- Under guidance of the Sr. Programme Coordinator, assist in ensuring the effective planning implementation and reporting on different phases of MA-UK Myanmar's COVID-19 project's, in accordance with the time frame, budget and quality defined in the project proposal.
- Conduct regular field visit to project areas to monitor progress of project activities.
- Supervise the development of awareness and Health materials, beneficiary and community engagement tools, and minimum standard specifications for project implementation.
- Manage the COVID-19 project team (staff and volunteers), providing on the job technical training as required to increase the capacity of the team
- Support and liaise with partner organizations for planning and smooth implementation of the projects.
- Oversee the specifications and documentation for the procurement of key Project related supplies, in compliance with donor requirements.
- Report regularly the progress of project activities as required internally.
- Supervise and update budget as necessary in consultation with Senior Programme Coordinator.
- Expand and develop, MAUK-Myanmar's Covid-19 response projects in the Sittwe area.
- Attend project review meetings and regular stakeholders' meetings happening in the project area.
- Engage with local authorities to explain the project, in strong coordination with the program team.
- Give report on progress and difficulties on a regular basis to line supervisor.
- Work with the MEAL unit to support the monitoring and evaluation of the projects.
- Write monthly and project end report to line supervisor.

General

- Ensure high standards of accountability and full compliance with MA-UK Myanmar financial policies and procedure.
- Any other duties assigned by supervisor including extension to other projects covering new needs in different sector.