

Roles and Responsibilities

Duties and Responsibilities

- Facilitate high quality communication and liaising with government authorities at union, regions/states, district and township levels.
- Making sure MA-UK meets and in compliance with all procedures, rules and regulations of the government.
- Lead for finalizing signing MoU with DDM-MoSWRR and extension of registration.
- Work with key stakeholders across government agencies/departments for proper and timely implementation of all projects.
- Coordinate with the partners, line ministries & the cluster/sectors lead to identify areas in need of intervention.
- Support MA-UK with obtaining permissions for donor mission trip to project sites when needed.
- Work closely with of government Liaison and operation team both with country and field offices.
- Develop and maintain cordial relationships with appropriate ministries especially DDM-MoSWRR, MoHS and MoE but not limited to.
- Support and advise the Country Office on identifying and resolving issues with authorities.
- Facilitate permissions for travel and access to program development and target program areas.
- Contribute to the annual planning process for the Country Office.
- Coordinate with the Country Office to support all emergency and development programming.
- Identify new growth areas for the Country Office and advise on strategy.
- Support the Country Office Senior Management Team (SMT) as required.
- Any other duties as required.

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.