

- Implementation of projects (including master support budget and coordinating input for donor proposals and reports) in Rakhine, in compliance with contractual commitments (i.e. quality, synergies, timeliness, use of resources).
- Assess needs, develop emergency response and implement response plans
- Ensure optimal use of resources within the allocated project budgets and sector strategies
- Represent MA-UK and networking on area level
- Ensure that capacity building is provided to all staff in the area
- Support programmatic and financial planning for area office as well as in controlling.
- Ensure overall security and safety of staff in the area
- Promote the rights of beneficiaries in line with the MA-UK Myanmar advocacy strategy

Program Coordination:

- Supervise the implementation of all operations implemented directly (via respective Project Managers) and indirectly (via respective local civil society implementation partners) in Rakhine State
- Supervise the monthly reporting and planning of all the programs (programmatic and financial)
- Supervise the movement planning and relevant approval from authorities
- Conduct supervision and monitoring trips to the field
- Facilitate contact and cooperation between the country office in Yangon and field staff (e.g. M&E trips, financial planning, etc.)
- Facilitate contact and cooperation between Yangon departments and field staff
- Ensure coordination between different departments (programme quality, MEAL and operations) for strategic response

Area management:

- Closely follow the security situation and consult with CD, update security and safety protocols if necessary
- Ensure compliance of MA-UK with the local legal and administrative procedures
- Supervise the management of the sub-office in Sittwe in terms of finance, administration and logistics
- Supervise local procurement
- Supervise planning and spending of office running costs

