

Vacancy Announcement
Ref No: MAUK-VA-014/2022

Post	Field Coordinator
Department	Programmes
Location	Buthidaung Township, Rakhine State
Salary	1,200,000 MMK per month
Reports to	Area Manager
Vacancy Opening Date	24 th August 2022
Vacancy Closing Date	4 th September 2022
Applications will be considered on receipt and interviews may be conducted prior to the closure date.	

About MA-UK Myanmar

MA-UK Myanmar 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 through Myanmar each year. Our areas of work include Emergency Response, Education, Livelihoods, Shelter/NFIs, WASH and Social Cohesion.

Purpose of the position

The purpose of the Field Coordinator (FC) position is to ensure high quality and cost-effective programme implementation at the Buthidaung sub-office. He/She will provide strong leadership for the Buthidaung field team, oversee the day-to-day management of the office, liaise with key stakeholders in the region, and ensure smooth implementation of programme activities in the township. The FC will contribute to MEAL activities to ensure feedback and complaints from beneficiaries are fully heard and addressed in a systematic manner. The FC will work closely with the Area Manager, Senior Technical Specialist, the Sittwe Programme and MEAL teams to ensure MA-UK is meeting the needs of our beneficiaries.

Duties and Responsibilities

General Responsibilities:

The in collaboration with the Area Manager and Senior Technical Specialist, the FC is responsible for overseeing the overall operations and programmes at MA-UK's Buthidaung sub-office.

Administration:

- Coordination with governmental agencies; Township General Administration Department, LBVD and Agricultural Department, Village Administrators, and other bodies as necessary throughout the project phase.

