

- The FC will be the main focal for government liaison activities in Buthidaung.
- The FC is the main focal to ensure MA-UK communicates, coordinates, and collaborates effectively with local communities in Buthidaung.
- Hold a weekly Buthidaung Area Office meeting with staff to ensure the smooth day-to-day running of the office and activities.
- Centralise and disseminate information from/ to the site and consolidates the internal and external reporting activities implemented in their field of operations before submitting them to the immediate supervisor.
- Supervise the implementation of all operations implemented directly (via respective Project Managers) and indirectly (via respective local civil society implementation partners) in Buthidaung, Rakhine State.
- Supervise the movement planning and relevant approval from authorities.
- Facilitate contact and cooperation between the Area Office in Sittwe and other partnership field staff (e.g., M&E trips, financial planning, etc.)
- Ensure coordination between different departments (Programmes, MEAL and Operations) for strategic response.
- Attend, organise or facilitate the meeting as per required

#### **Assessment/ Strategy:**

- Participate in strategy development and propose new interventions in function of needs identified in their field of operations. Support in proposal development.
- Compliance with and adherence to MA-UK policies, code of conduct, Safeguarding/PSEA, Anti-fraud, SOPs, guidance, and procedures.
- Promote the rights of beneficiaries in line with Core Humanitarian Standards (CHS).

#### **Partnerships & External relations:**

- Identify potential partnerships with national and international NGOs, UN agencies and donors in line with the MA-UK Country Programme Strategy.
- Contribute to the development of MA-UK's Partnership Strategy and programmatic direction and help shape MA-UK's overall response to the protracted crisis in Rakhine State.
- Represent MA-UK in meetings with (prospective and current) partners to promote an accurate understanding of MA-UK's role, work, and impact. Be active and visible among the relevant donor circles.

### **Skills, Competencies and Requirements**

#### **Person specification**

- **Values:** Honest, Care, Respect, Integrity, Trust and Accountability.
- Ensure that all activities are carried out without putting children at risk of abuse, harm or exploitation and adhere to a Do No Harm approach

