

- Contribute projects and programme development in relation to the project area by inputting into the proposal process.
- Work closely with Senior Technical Specialist (STS) and Livelihood Team Leader (LLH-TL) on regularly monitoring, field visits, on the job trainings and technical handout preparation for all kind of activities.
- Support LLH-TL to prepare pre-test and post-test and draft the training reports which highlight outcomes.
- Participate in review complaints and address the issues, CRFM/accountability(AAP) and welcoming the feedback to communities.
- Prepare field trip reports and lessons and learns outcomes.
- Facilitate meeting in coordination with/in the village level.
- Provide regular internal reporting to the Field Coordinator and Livelihood Team Leader, using standardized tools (e.g., project-specific monitoring forms, attendance forms, distribution forms, reporting forms, etc)
- Work to identify needs/ concerns of communities and help guide MA-UK to address these issues effectively.
- Mobilize Service Providers (volunteers) and communities for their meaningful participation in their village's project activities.
- Provide technical support, coaching, mentoring and capacity building to the service providers and various community-based groups for project interventions, especially on Agriculture and Livelihood Activities.

MEAL

- Assist with assessments of needs to help inform project proposals and project design.
- Collect necessary monitoring and reporting data, including recording, and saving the attendance lists from project trainings and community level trainings, case summaries, impact stories, photos, and video during trainings in villages.
- Complete required reporting documents and submit updated information, including monthly internal qualitative and quantitative reports and monthly work plan to the Senior Technical Specialist.
- Coordinate with service providers, community leaders to receive reporting information as needed.

Communication

- Maintain internal and external relationships to ensure program success including contacts with relevant government departments and MAUK Sittwe program team.
- Support team building and all stakeholders on negotiation with local authorities, local communities to achieve project goal.

Ability

- Ability to adapt to changing deadlines and priorities.
- Ability to work in and with a diverse team.
- Ability to work under pressure and on own initiative.
- Ability to analyse and assess complex situations and develop policies.
- Willingness to travel at very short notice.

