

- 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 in area coordination meetings and to stakeholders.
- Ensure that capacity building is provided to all staff in the area office in coordination with HR department.
- Support programmatic and financial planning/controlling for the area office.
- Be a focal person for security & safety of staff in the area office and ensure security & safety measures/procedures are fully followed by all staff.
- Promote the rights of beneficiaries in line with MA-UK's advocacy strategy.

Program Coordination:

- Supervise the implementation of all operations implemented directly (via Project Managers) and indirectly (via local civil society partners).
- Supervise the monthly reporting and planning of all the programs (programmatic and financial).
- Lead high quality management of MA-UK programmes through the effective management of project workplans, budgets, performance management frameworks, and any other tools as required, ensuring that all activities are appropriately budgeted and that costs are kept within agreed budgets.
- Support project staff access, understand project progress and challenges and promote participatory project planning and reviews.
- Manage delivery of programme outputs, taking responsibility for overall progress and use of resources and initiating corrective action where necessary.
- Identify areas of risk, best practice, and issue action plans for improvement.
- Support proposal development (identify the needs, coordination, and budget etc).
- Supervise movement planning and relevant approval from authorities.
- Conduct supervision and monitoring trips to the field.
- Facilitate engagement and cooperation between the country office in Yangon and field staff (e.g. MEAL trips, financial planning, etc.).
- Ensure coordination between different departments (programme, MEAL and operations) for strategic response.

Area Management:

- Closely follow the security situation, consult with the Country Director and other relevant Officers to make sure security and safety protocols/risk register are updated.

