

- Carry out other administrative duties such as filing, typing, copying, binding, scanning etc.
- Ensure payment for electric bill, phone bill, office utilities and stationaries and etc.,
- Supervise and assign the task to security guard in Buthidaung.
- Prepare proper petty cash advances and ensure these are spent appropriately and according to donor requirements and/or activity budgets.

Programmes:

- Coordinate with the Sittwe Area Office to ensure the smooth running and proper implementation of the projects in Buthidaung (meeting objectives, respecting timelines, budgetary monitoring, contractual reporting) under the supervision of their immediate supervisor.
- Effectively manage the Buthidaung field team to ensure tasks are completed on time and with a high degree of quality.
- Maintain project standards according to SPHERE, donors, and Cluster requirements.
- Propose new interventions and discuss them with the Area Manager.
- Participate in the Strategy development exercise of the mission.

Safety:

- Share frequent safety and security updates with their Area Manager and with Humanitarian Access Specialist.
- Collaborate with the Humanitarian Access Specialist ensure staff field trips are planned considering risks, preparing mitigative measures, and ensuring overall safety of the team.
- Contribute to analyzing risks and preparing mitigation plans, developing safety and security SoPs, COVID-19 prevention, and ensure the team abides by these protocols.
- Verify that the material and human resource means at their disposal are adequate to ensure the optimal safety of teams, materials and beneficiaries.

Logistical, administrative, and financial support:

- Oversee the logistical, administrative, and financial components of the Buthidaung sub-office.
- Assist the Sittwe logisitics and procurement team when required.
- Ensure compliance with the organisation's and the donor's procedures, and report any instances of suspected corruption to supervisor.

Representation:

- Represent the organisation with local authorities, partners and various local actors operating in Buthidaung.

Coordination:

- The FC will be the main focal for government liason 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 activites.
- 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.

