

Vacancy announcement

Position	Sustainable Livelihood Project Coordinator	Starting date	ASAP
Location	Bangkok, Thailand (until receiving the visa) and then based in Yangon, Myanmar	Type of contract	Fixed Term
Contract duration	12 months (renewable)	Security Risk Level	Calm (1/4)

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,800 national staff 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Position context and key challenges

Since 2008, ACTED's has supported Nargis affected communities in their longer term livelihood recovery by providing technical training to farmers and fishermen, distributing livestock and poultry, providing vocational training, introducing aquaculture systems, assets replacement, rehabilitating community infrastructure and ensuring affected families have an access to a safe habitat.

In 2011, government-led liberalizing reforms in key sectors (labor, finance, media and administration) spurred new opportunities for Myanmar. In this evolving context, ACTED continues its support to cyclone-affected communities in the Delta while also broadening its focus to additional geographic and thematic needs. In Labutta, special focus was placed on supporting the most vulnerable households facing persistent challenges in food security. ACTED expanded the scope of its activities to the Dry Zone, one of the poorest regions of the country, addressing chronic food insecurity and restoring sustainable livelihoods through agricultural production and home gardening.

In 2012, ACTED diversifies and scales up its assistance in Myanmar. The mission focuses on issues of food security, economic development of vulnerable communities and response to any emergency related situation, both natural (community-based disaster preparedness) and man-made (humanitarian crisis in Kachin State). It also supports civil society actors to enhance their capacity to influence key policy areas, particularly those related to women and gender considerations.

To this end, ACTED has already started a country wide program aiming at strengthening the economic rights of women. Additionally, teams have started an intervention to support communities and local authorities in Southern Yangon region to be prepared to natural disasters. ACTED also continues its support towards food security and sustainable livelihoods in the Dry Zone. Furthermore, ACTED undertook an assessment mission to identify the support it can provide to conflict affected communities and IDPs in Kachin State.

Key roles and responsibilities

The Project Coordinator ensures effective implementation and management of a 3-year Livelihood Project across Myanmar, ensuring it is implemented in a smooth and cost-efficient manner and in compliance with ACTED's and donors' procedures and legal requirements. The project aims at supporting conflict-affected individuals in Myanmar to address their most urgent humanitarian needs, whilst supporting "graduation" towards sustainable livelihoods, to strengthen vulnerable communities' long-term economic resilience. Through four phases of programming, ACTED will work, to meet critical food security, nutrition, and non-food item (NFI) needs; to support vocational training – focussing on innovative "green" job opportunities; and to promote the adoption of sustainable climate-smart agriculture techniques. The graduation package of economic development and vocational training initiatives will be facilitated and supported through the set-up of a collaborative ecosystem of partnerships for social entrepreneurship and local innovations in Myanmar, a flagship '3Zero House'. The Project Coordinator will ensure overall implementation and coherence of the project across all components, while working closely with a dedicated 3Zero House Coordinator for the final 3Zero House element of the project.

Definition of Implementation Strategies and Modalities

1. Internal Coordination

- Promote harmonization of approaches and methodologies across the project by developing and monitoring use of common tools, as well as creating opportunities for experience sharing and learning
- Advise the Project Manager on technical skills and requirements to implement projects as per relevant standards;
- Ensure that relevant technical quality and standards are considered and respected during projects' implementation;

- Ensure capacity building among staff in relevant sector.

2. External Coordination and Stakeholder Engagement

- Coordinate and collaborate with other stakeholders by cultivating good relations with key actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings;
- Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others;
- Refer unmet needs to other relevant actors;
- Share externally learning and innovation with communities and other stakeholders.

Project Implementation

1. Programming

1.1. Project Planning

- Ensure work plans are developed for all projects in portfolio;
- Ensure kick-off and end of project transition planning meetings are held for all projects in portfolio.

1.2. Project Implementation Follow-up

- Control the work plans and monitor the implementation status of the projects;
- Regularly review the Project Management Framework (PMF) for all projects in portfolio
- Anticipate and mitigate risks and issues, and trouble-shoot any unforeseen challenges during the projects' implementation;
- Support Project Managers to coordinate and manage changes in projects' implementation, in particular identifying change needs to occur.

1.3. Documenting and Compliance

- Ensure projects' records and documents, in particular documents that proof completion of activities (beneficiary list, donation certificates, attendance sheets, etc.) are adequately prepared, compiled and filed according to ACTED procedures and donor specific procedures;
- Ensure projects in portfolio are implemented in line with donors' and ACTED's procedures.

1.4. Beneficiary Engagement and Accountability

- Ensure projects' staff adhere to ACTED's Code of Conduct and treat all beneficiaries with respect and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion or disability;
- Advise the Project Manager on the appropriate, achievable and acceptable selection of projects' beneficiaries;
- Ensure that ACTED's Complaints and Response Mechanism is communicated to target communities and solve complaints related to the projects in coordination with the AMEU.

1.5. Internal Coordination

- Organize regular coordination meetings with Project Managers;
- Participate in Monthly Coordination meetings (MCMs), and provide updates about implementation progress, challenges, risks, changes in context.

1.6. Partner Management

- Provide support to partners in project implementation and ensure timely and qualitative implementation of projects by partners in line with ACTED and donor requirements;
- Refer partners to relevant ACTED staff to support and/or train them in FLATS procedures where relevant.

2. Human Resource

- Advise Project Managers to define the structure of the projects' teams and develop projects organizational charts within the limitations of the budget;
- Develop and/or adjust ToRs outlining staff roles and responsibilities in line with ACTED standards;
- Participate in the recruitment of technical project staff;
- Ensure a positive working environment and good team dynamics;
- Undertake regular appraisals of staff and follow career management;
- Manage interpersonal conflicts;

3. Logistics

- Participate in the procurement planning processes, launch procurements required for the project in a timely manner, and follow procurements closely in collaboration with logistics;

4. Finance

- Participate in the review of the BFU for each project, and forecast initial and regular costs and cross-check expenditures for projects activities;
- Participate in new budget development processes through the provision of expert programmatic advice related to contextual knowledge.

5. Quality Control

- Participate in AMEU planning processes and actively support the delivery of AMEU activities in line with the project AME framework and AME Manual;
- Plan and organize internal qualitative assurance checks by the projects' teams;
- Assess the activities undertaken and ensure efficient use of resources;
- Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of projects' activities;
- Discuss, plan and deliver appropriate corrective actions, including based on AME findings and recommendations;
- Collect and apply appropriate lessons learnt and best practices to current projects, and ensure these lessons learnt are pro-actively shared with supervisor, the AMEU and other team members to apply them in future project development processes.

6. Grant Management

- In close collaboration with the Project Development Unit, ensure Project Manager's adhere to contractual obligations and donor procedures;
- Ensure Project Managers regularly on project activities, challenges and indicators through monthly submissions of the PMF and PM report;
- Ensure close-out meetings are held for all projects in portfolio;
- Participate in communication activities through the regular collection of pictures and stories related to activities;
- Participate in new proposal development processes through the provision of expert programmatic advice related to contextual knowledge;
- f) Where relevant, liaise with donors and work closely with partners on project updates, site visits and other communication, in coordination with the Project Development Unit

Required qualifications and technical competencies

- At least four years of field experience in program management and coordination
- Demonstrated communication and organizational skills
Ability to train, mobilize, and manage experienced staff;
- Flexibility and ability to multi-task under pressure;
- Ability to work well in unstable and frequently changing security environments;
- Willingness to work and live in often remote areas under basic conditions;
- Proven ability to work creatively and independently both in the field and in the office;

Conditions

- Salary between 2200 and 2400€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Contribution to a housing allowance of up to 75% of ACTED benchmark or accommodation and food provided in ACTED guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: PC Livelihoods/MYA**