

JOB DESCRIPTION

Job Title:	Project Coordinator
Location:	Yangon (Myanmar)
Management Responsibility:	Internally line managing one National Project Coordinator, 1 Project Officer and 1 Project Assistant; Externally managing project implementation with local partners
Reporting to:	Programme Manager
Contract Duration:	11 months (with possible extension. Confirmed start date is dependent on funding approval)

Description of Nonviolent Peaceforce and Myanmar programme:

Nonviolent Peaceforce (NP) is an International NGO engaged in the creation of a large-scale international unarmed peacekeeping force, composed of trained civilians. In partnership with local groups, NP applies proven nonviolent strategies to protect human rights and civilians, deter violence, support peace processes and help create space for local peacemakers and human rights' defenders to carry out their work.

Nonviolent Peaceforce's Myanmar (NPM) programme will be working with all stakeholders to establish community based protection-monitoring mechanisms intended to lead to a reduction in violence, the enhanced protection of civilians and stabilization so that an atmosphere conducive to a political process moving forward constructively is supported.

Job purpose:

The Project Coordinator will be responsible for providing technical support including capacity building and mentoring to local partner counterparts on the ground in the operationalization of a community based projects for which this advertisement is in reference.

The position will be based in Yangon with frequent travel to Shan, Kachin and Rakhine States. However, NP aims to open Field offices in the near future and the Project Coordinator would then be expected to relocate from Yangon to the identified Field/State office.

Key areas of responsibility:

- Provide technical support including mentoring and capacity building to key local partner counterparts and associated village and township-level beneficiaries.
- Maintain and enhance effective internal (within the project involving local implementing partner) and external relationships for the project at the State-level
- Manage all field office-related activity and administrative budgets.

Specific responsibilities:

Provide technical support including mentoring and capacity building to key local partner implementers and associated village and township-level monitors

- Provide training and mentoring on capacitating community based projects to local partners and community based peace observers
- Oversee the implementation and effective delivery of project objectives at the State level in coordination with local partner State level counterpart making adjustments and interventions as

needed.

- Work closely with the local partners and provide technical advice and assistance on project implementation, incident response and reporting with the support of NP's Programme manager
- Recommend to the Programme Manager appropriate capacity building strategies and interventions.
- Design and deliver capacity building activities and resources like field manuals, reporting templates, ToRs in consultation with Programme Manager and local partner counterparts.
- Develop monthly work plans.
- Regularly provide written programmatic reports.
- Ensure the physical welfare and well-being of person in coordination with Security Focal person in Yangon.

Maintain and enhance effective internal (within the project involving local partner counterpart) and external relationships for the project at the State-level

- Further develop and maintain collaborative and strategic relationships with civil society partners and other stakeholders at the State level.
- In coordination with the Programme Manager, represent Nonviolent Peaceforce at State level stakeholder meetings.
- Maintain collaborative relationships with other Nonviolent Peaceforce and local implementing counterpart staff.
- Work in proper and orderly coordination with local public order authorities, non-state armed actors, international INGOs and UN agencies to improve the safety and security of both the communities and project staff.

Manage all field office-related activity and administrative budgets

- Produce activity based monthly budgets
- Manage activity budgets at the field level with the support of the Finance and Admin Manager
- Liquidate all activities and monthly expenditures in coordination with the Yangon-based Finance and Administrative Officer

Duties applicable to all staff

- Actively work towards the achievement of the goals and mandate of Nonviolent Peaceforce.
- Abide by and work in accordance with Nonviolent Peaceforce values and principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

PERSON SPECIFICATION

Experience

- Master's Degree or equivalent in social sciences or related area of studies;
- A minimum of 5 years' relevant work experience in supporting community-based initiatives, protection/ conflict prevention, monitoring or related field;
- Experience in designing and facilitating trainings and workshops
- Experience in facilitating community based research

Knowledge

- A good understanding of the current peace process and political context in Myanmar.
- Sound knowledge of international human rights, humanitarian law, and other civilian protection

provisions

Skills

- Fluency in written and spoken English. Knowledge of Burmese is an advantage.
- Good analytical and communications skills, written and oral;
- A positive problem-solving approach;
- Enthusiasm to learn and apply new skills;
- Good interpersonal and cross-cultural communication and team-working skills;
- Ability to work under pressure and under difficult conditions.
- Ability and patience to support and mentor beneficiaries with various levels of education

TERMS AND CONDITIONS

Type of position:	This is an international position
Salary:	Commensurate upon experience, 2300-2,700 USD gross/ month
Insurance:	Insurance is provided
Probation:	There will be a probationary period of 3 months
Leave Entitlement:	30 days annual leave
Travel:	Frequent travel to communities in project areas
Start Date:	Dependent on funding approval

APPLICATION PROCESS:

Please send an application comprising a detailed CV and cover letter to hr-npm@nonviolentpeaceforce.org. Include three professional references (minimum of two previous line managers and a third of your choosing). Please put "International Project Coordinator" in the subject line.

Deadline for applications: 18 September 2020

We regret only shortlisted candidates will be contacted for interviews.

Special Notice:

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. All qualified applicants, regardless of their gender, race, disability, sexual orientation, or age, are strongly encouraged to apply as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.