

Ref: UN-HABITAT/VA/2019/003

Issued on: 12 March 2019

## TERMS OF REFERENCE

<b>Job Title</b>	National Programme Coordinator
<b>Location</b>	Sittwe (Rakhine State)
<b>Duration</b>	12 months
<b>Starting date</b>	1 May 2019
<b>Type of Contract</b>	LICA (National)
<b>No. of Position</b>	1

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

### DUTIES AND RESPONSIBILITIES

Within the framework of UN-Habitat's work programme, policies and procedures, the **National Programme Coordinator** will work under the supervision of the Field Programme Manager, all under the overall guidance of the Country Programme Manager. The National Programme Coordinator will be responsible for the following main tasks:

- Assist to undertake research and analysis of overall situation in villages of Rakhine townships project areas, including locations and situation of settlements before and after displacement
- Assist to prepare orientation materials for the programme team and stakeholders at the field
- Guide the programme team in organization, mobilization, representation of the communities and participates in the community meetings
- Supervise the project implementation in selected townships and ensure coordination among field team in carrying out their activities in ways consistent with the programme objectives and strategies
- Ensure that the field team, beneficiaries and stakeholders associated with the programme are familiar with its objectives, strategies and procedures
- Ensure all activities are implemented according to the endorsed plans within approved budget, in consultation and coordination with communities
- Prepare work plans, community training/workshop manuals/plans and monitoring plans together with the Field Programme Manager and other team members
- Coordinate with the country office regarding logistics and procurement arrangements for approved community activities such as to ensure effective and timely delivery of project inputs
- Assist the Field Programme Manager and relevant country level staff to refine and implement the programme's participatory monitoring and evaluation system
- Coordinate and liaise with State and township level officials
- Oversee the collection of villages, village tract and township level data for planning and monitoring

- Assist to coordinate with programme donor on all aspects regarding programme activities
- Provide feedback to field team on programme implementation
- Prepare and submit consolidated reports as necessary
- Assist to oversees office administration, staff and operational matters
- Undertake any other assignment that the Field Programme Manager may allocate and that falls within the competence of the staff member

## QUALIFICATIONS AND EXPERIENCE

- A university degree in civil engineering, A.G.T.I (Civil) or closely related discipline
- At least five years of progressive, proven coordination experience in community-driven projects (housing, WASH and small-scale community infrastructure)
- Strong interpersonal and advocacy skills are mandatory for facilitating participation of communities in programme activities
- Strong interpersonal, management and leadership skills
- Able to identify, analyse and solve problems
- Good computer skills including Ms-Office (*Word, Excel & PowerPoint*) and Auto-Cad
- Good team spirit and respect for diversity
- Matured with good communication and management skills
- Proficient in written and spoken English is must
- Experience in working and dealing with INGOs and UN agencies will be an advantage, working experience in Rakhine State is desired
- Good relationship with government departments at State and township levels is desired

## SUBMISSION OF APPLICATIONS

The application comprises a one-page cover letter explaining the applicant's interest and suitability for the post and a CV with a Passport Photograph, updated United Nations Personal History Form (P 11) and copy of certificates and eventually letters of recommendation.

Interested candidates (**Myanmar Nationals**) should submit their application in writing, clearly indicating on the sealed envelope the Post Title and Duty Station, to UN-Habitat, Office No. 8C, Saw Mahar Street (off Bogyoke Museum Rd), Bahan Township, Yangon or by email with Subject: "Post Title and Duty Station" to: Email: [recruitment@unhabitat.org.mm](mailto:recruitment@unhabitat.org.mm) Cc to: [recruitment.unhabitat@gmail.com](mailto:recruitment.unhabitat@gmail.com)

Please note that applications received after the closing date **26 March 2019** will not be given consideration for this cycle but will be kept in the roster. Only shortlisted candidate whose application responds to the above criteria will be contacted for interview.

UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Please download P11 Form from:

[http://www.fukuoka.unhabitat.org/vacancy/pdf/Personal\\_History\\_P11.doc](http://www.fukuoka.unhabitat.org/vacancy/pdf/Personal_History_P11.doc)