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## Vacancy Announcement

<b>Position:</b>	<b>Regional Coordinator</b>
<b>Duty Station:</b>	<b>Sittwe</b>
<b>Starting Date:</b>	<b>As soon as possible</b>
<b>Duration Date:</b>	<b>6 months</b>
<b>Salary:</b>	<b>1,500,000 – 1,600,000 MMK (based on experience)</b>

### **Organizational Context**

The Local Resource Centre (LRC) is an officially registered LNGO which is providing assistance to civil society organizations (CSOs) in Myanmar. Major activities of the LRC include 1) provision of relevant and up-to-date information to CSOs to improve the socio-economic development of their constituencies; 2) creation of space and opportunity for Civil Society Organizations to dialogue with respective stakeholders on behalf of their respective constituencies; 3) technical assistance to promote accountability and good governance among CSOs and conducting participatory action researches to address issues and areas pertinent to civil society development.

LRC is expanding its presence in Rakhine State (Sittwe, Mrauk U and Myaebon) to network and coordinate work with civil society organizations (CSOs) active in Rakhine State (Sittwe, Mrauk U) and nearby areas. The LRC is looking for an active and innovative coordinator to manage Rakhine (Regional Centre) effectively and efficiently and to also oversee the programme activities in project areas.

The development project to be implemented in Rakhine state is a new area for LRC to expand its services to cooperate and collaborate with CSOs, Local Authorities and communities in Rakhine state.

### **Key responsibilities of Regional Coordinator are as follows:**

#### **Programme Implementation:**

- Liaise with local authorities, CSOs and other relevant stakeholders to build good working relationship necessary for the program interventions.
- Accessing potential CSO leaders at Rakhine State to work collaboratively for development related activities in selected areas.
- Supervise the Deputy Coordinator and Office Staff to regularly monitor and follow up with the activities undertaken by CSOs and CSO networks.
- Supervise the team for creating a trustworthy and smooth working relationship with CSOs, Government Counterparts, INGOs, CSO leaders and LRC staff.
- Establish and maintain CSO networking and coordination mechanism
- Represent LRC in a professional manner in meetings, workshops, advocacy events, etc., with the local authorities, state agencies, UN agencies, INGOs, local NGOs, CSOs and the local communities.

- Identify key issues of concern to CSOs in the region and organize regular CSO dialogue/events and follow up and report on activities.
- Set up, organize and facilitate resource center's activities such as information sharing .meetings/ workshops/ roundtable discussions with local partner collaboration etc.
- Coordinate with information and communication team in Yangon to feed information for LRC's information outlets (Website, newsletter, etc.) and prepare reports.
- Produce Information materials for the Regional Centre, including online updating.

### **Management:**

- Work closely with Program Director (Network & Advocacy) and Program Management Director and provide necessary assistance as requested.
- Ensure effective management of information both from and to Yangon HQ, and to local authorities, CSOs and communities.
- Supervise, the management of the resource centre to be managed by the project team in Sittwe, Mrauk U and Myaebon
- Supervise and oversee Regional Centre staff, facilities and services
- Coordinate with Yangon based training team and program team to implement planned activities in a coordinated manner.
- Undertake any other tasks as assigned by the Supervisors and the Directors.

### **General**

- Other tasks as assigned by the supervisor related to organization core program and operations.

## **POSITION REQUIREMENTS**

### **I. Education**

- Graduate in any field.

### **II. Work Experience and Skills**

- Minimum of 6 years of working experience in an NGO or any organization
- Relevant experience with demonstrated supervisory experience
- Having confidence to work with different stakeholders, including state officials, business communities, CSOs, media and international agencies
- Knowledge of civil society organizations in the region and their needs
- Information management skills, including skill to use the Internet and social media effectively
- Coordination Skill, Facilitation Skill and Presentation Skill
- Ability to work in a team

### **Competency requirements:**

- Promotes the vision, mission, and strategic goals of the LRC
- Displays cultural, gender, religion, race, nationality, age, conflict sensitivity and adaptability



- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Establish, build and maintain effective working relationships with staff and CSOs and other stakeholders.

### III. Language(s)

- Fluent Myanmar (written, typing and spoken)
- Some fluency in written, spoken English
- Knowledge of a local ethnic language highly desirable

### IV. Terms and Conditions:

- This is a full-time position in LRC Office, Rakhine.
- There is a three-month probation period (unless waived or reduced).
- Employment conditions and entitlements are established according to LRC policies and procedures.

### V. Application information and requirements:

- This position is advertised on **17<sup>th</sup> June 2020**.
- Deadline for applications is **30<sup>th</sup> June 2020**.
- Interested and qualified candidates for the position should be sent to address below with the following documents: 1) an *LRC Application Form*, 2) *Cover letter*, 3) *Curriculum Vitae*, and 4) *one current passport-size photo* with 3 referees (email/ contact telephone number) will be required at time of interview to LRC at the following address:

**HR Officer: ([hr@lrcmyanmar.org](mailto:hr@lrcmyanmar.org))**

**LRC main number: 09 253 397 749~53**

**Local Resource Centre**

**Room 2 A+B, 2<sup>nd</sup> floor, Lamai Condominium, Myay Nu Street, Sangyaung, Yangon.**

- Applications that do not meet the requirements will not be considered. Please do not email applications larger than 2MB.
- Only short-listed candidates will be contacted.
- Interviews will be conducted in early to mid-July 2020.



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Local Resource Centre

**APPLICATION FORM FOR POSITION VACANCY**  
**(Please complete the following details as fully as possible)**

Position Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Contact details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone Number:

Mobile Number:

Gender:

Date of Birth:

(D) (M) (Y)

Languages: (Please state fluent/conversation/poor)

Education:

(Please state educational qualification/ institution / year / major subject)

\_\_\_\_\_  
\_\_\_\_\_

Key Skills:

\_\_\_\_\_  
\_\_\_\_\_

Referees:

(Please provide the name and contact details for at least two referees)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_