



Vacancy Announcement: HR-CDP-022026-SARC

Job Title : Local Coordinator-Township Level

Position Number : 2603005

Job Type : Fixed-Term Appointment

Time Type : Full time

Location : Thaton, Mon State, Myanmar

Position Start Date : 1 March 2026

Post Duration : Initially one year with possible extension

No. of Positions : 5 post

Job Posting End Date : 31 January 2026

1. Reporting Line

- **Directly reports to:** Project Manager
- **Works closely with:** Community Volunteers (CVs), Village Development Committees (VDCs), Technical Teams, M&E Staff, and Local Government line departments.

2. Role Purpose

The Local Coordinator supports SARC implementation across assigned village tracts by coordinating between township-level project teams and community-level structures. They facilitate community engagement, support participatory planning, ensure compliance with project guidelines, and monitor subproject progress to achieve transparent, inclusive, and accountable local development.

3. Key Duties and Responsibilities

a. Township-Level Coordination

- Coordinate SARC activities between township administrative, village tract administrators and community-based groups.
- Support township planning meetings, technical assessments, and review of community proposals.

b. Community Facilitation & Mobilization

- Oversee Community Facilitators and provide guidance to field teams.
- Facilitate village tract entry, awareness sessions, and inclusive mobilization activities.



- Promote participation of women, youth, ethnic minorities, people with disabilities, and vulnerable households.

c. SARC Cycle Facilitation

Support communities throughout the full SARC cycle:

- Social mapping and village profiling
- Needs assessment and prioritization
- Subproject proposal development
- Procurement training and community contracting
- Implementation and monitoring
- Social audit and community accountability processes

d. Subproject Technical & Operational Support

- Work with township engineers and technical experts to validate subproject feasibility.
- Monitor progress of ongoing subprojects and ensure compliance with technical, social, financial, and safeguard standards.
- Ensure timely disbursement and use of community block grants.

e. Monitoring, Reporting & Documentation

- Collect field data on subproject progress, community meetings, fund utilization, and participation rates.
- Prepare weekly, monthly, and quarterly reports for township CDD management.
- Maintain documentation such as minutes, photos, attendance, grievance logs, and safeguard checklists.

f. Safeguards, Accountability & Grievance Management

- Promote transparency by ensuring disclosure boards, community meetings, and public reporting.
- Implement Environmental and Social Safeguard (ESS) measures and conflict-sensitive approaches.
- Document grievances and support township-level resolution mechanisms.

g. Capacity Building



- Train community committees on procurement, basic financial management, project oversight, and monitoring.
- Support capacity building for CVs and ensure quality facilitation practices.

6. Required Qualifications

Education

- Bachelor's degree in Community Development, Rural Development, Social Sciences, Public Administration, or related field.

Experience

- Minimum **2–3 years** of relevant experience in community development or local governance.
- Experience in SARC, participatory planning, or NGO/INGO fieldwork preferred.
- Experience supervising or supporting field-level staff is an advantage.

Knowledge

- Strong understanding of township administrative systems and rural community structures.
- Familiarity with community contracting, procurement, and basic financial management.
- Knowledge of environmental & social safeguards.

7. Skills and Competencies

- Excellent facilitation and community engagement skills
- Strong coordination and teamwork abilities
- Problem-solving and conflict resolution skills
- Accountability and integrity
- Ability to prepare accurate field reports and documentation
- Good communication skills, including local dialects
- Ability to travel frequently to villages
- Computer literacy (MS Word, Excel, email, reporting templates)

8. Working Conditions

- Based at township office with **regular field visits (60–70%)**.
- Must work flexible hours depending on community meetings.



- Travel by motorcycle or car where necessary (depending on region).

How to Apply

If you are interested in this position, please submit your application, including a cover letter, curriculum vitae, copies of educational certificates, and contact details of two referees (including phone numbers and email addresses), and your expected salary. Application can be submitted to admin@rainmakermm.org quoting as “HR-CDP-022026-SARC” and not later than 5:00 PM on 31 January 2026.

** Only shortlisted candidates will be invited for relevant test and personal interview.

** Note: Must be able to comply with Rain Maker’s Child Safeguarding Policy and PSEAH Policy.

*As the project area based in Thaton Township, more relevant the candidates who live in targeted township.