



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](mailto: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.**