



United Nations Human Settlements Programme

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Myanmar

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TERMS OF REFERENCE

Issued on: 10 February 2015

ORGANIZATIONAL LOCATION:	UN-Habitat
FUNCTIONAL TITLE:	Consortium Coordinator
DUTY STATION:	Yangon, Myanmar
PROJECT:	Myanmar Consortium for Capacity Development on Disaster Management (MCCDDM)
GRACE:	I-ICA 2
POST DURATION	12 months with possibility of extension
CLOSING DATE:	28 February 2015

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

BACKGROUND

Myanmar Consortium for Capacity Development on Disaster Management (MCCDDM) aims to develop disaster management capacity of a wide range of stakeholders through sustainable partnerships, to enhance safer and resilient communities in Myanmar. The government of Myanmar identified capacity development in Disaster Risk Reduction as a priority under Myanmar Action Plan for Disaster Risk Reduction and allocated resources for the Disaster Management Training Centre (DMTC). However, the DMTC plan faces limitations in capacity and resources. Based on the recommendations of a consultation workshop involving the government, and stakeholders (including the MCCDDM consortium partners) and needs assessments, the MCCDDM has proposed specific activities in the Risk Management Policy and Practice sector to USAID OFDA and which has been accepted for implementation from 2014 to 2017 (30 months).

To implement these activities, the MCCDDM brings core technical expertise in Disaster Risk Reduction, while demonstrating its capacity to address other cross cutting issues using its diverse competencies. The consortium has engaged extensively with government counterpart agencies to align its strategy with the national DRR policy framework and bring in solid foundations for the training centre's sustainable future. The consortium member's wide-ranging engagement at the national level to their active engagement at sub-national and community has also been demonstrated. A substantial network of expertise in Myanmar and from the Region has already been established to support and implement the program.

DUTIES AND RESPONSIBILITIES

The **Consortium Coordinator** will work under the supervision of the Country Programme Manager, UN-Habitat Myanmar (Chair of MCCDDM Steering Committee) and be responsible for the following:

- Coordinate the activities of MCCDDM, in line with the strategic direction provided by the Steering Committee and the objectives of the project

- Coordinate a broad spectrum of activities being implemented by MCCDDM members and partners as laid out in the work plan
- Organize regular events and meetings, including MCCDDM Technical Advisory Group, Steering Committee, Consortium Management Team, Technical Working Group, Monitoring and Evaluation Team, Finance Team Meetings as scheduled and as required
- Chair the Monitoring and Evaluation Team, Finance Team Meetings
- Manage specific tasks such as the organization of overall MCCDDM workshops and events which showcase the work of the consortium
- Coordinate with the Donor, relevant Government Departments, DRR Working Group, Capacity Development Technical Task Force
- Manage the Consortium Secretariat including administration, procurement, logistics and communications
- Plan and manage human and financial resources and processes related to the MCCDDM Secretariat team
- Manage communication streams (Email, Google group, etc.) both internally and externally
- Represent MCCDDM at meetings, conferences and as required externally to donors, supporters and the Government
- Oversee all reports generating in the secretariat and provide required reports, financial and other to country office, ROAP and HQ.
- Generate reports in consultation with consortium partners for donor, government and other relevant stakeholders.
- Support to produce knowledge products and IEC material with the consultation of consortium partners as required.

Reporting requirements, in-country support and institutional administration

- Myanmar Consortium for Capacity Development on Disaster Management Coordinator will perform duties under the overall guidance and supervision of Country Programme Manager / Deputy Country Programme Manager.
- Coordinate with DRR team of UN-Habitat to ensure synergy among DRR programmes, provide inputs for DRR programming and liaise with DRR team on operational support
- The contract holder will also work closely with the UN-Habitat Country Office in Yangon, the UN-Habitat ROAP in Fukuoka
- Coordinate with Finance and administration division on operational activities.

QUALIFICATIONS

- 1) **Education and Work Experience:** A Master's degree in Management, Social Studies, Development Studies, Humanitarian Affairs or related fields; and at least 5 years of progressive, proven experience in DRR Programming and Coordination with UN, INGOs, Donors etc. would be considerable advantage; Work experience in Asia, especially in countries in transition would be an advantage; or

Education and Work Experience: A university degree in Management, Social Studies, Development Studies, Humanitarian Affairs or related fields; and at least 7 years of progressive, proven experience in DRR Programming and Coordination with UN, INGOs, Donors etc. would be considerable advantage; Work experience in Asia, especially in countries in transition would be an advantage.

- 2) **Language:** Has an excellent command of English (spoken/written)
- 3) **Other skills:** Thorough knowledge of UN rules and regulations and procedures related to country level project implementation will be an advantage; The ability to think creatively, work in a team, and perform under challenging circumstances is crucial; Experience of having worked with multiple partners, agencies would be an advantage

Submission of Applications:

The application should comprise:

- ♦ Completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website: www.fukuoka.unhabitat.org
- ♦ CV with a Passport Photograph
- ♦ A Statement of Interest and suitability (a cover letter) for the position

All applications should be submitted to:

UN-Habitat Myanmar Office

UN-Habitat, UN Compound, No.6, Natmauk Road, Tamwe Township, Yangon

To: recruitment@unhabitat-mya.org

**Cc: recruitment.unhabitat@gmail.com
habitat.fukuoka@unhabitat.org**

Please indicate the Post Title: “**MYA- Consortium Coordinator**” in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome. UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Deadline for applications: 28 February 2015