

	VACANCY	
	Position: Myanmar Country Representative and Coordinator	Starting date: ASAP Deadline for submission: April 06, 2026

POSITION DETAILS

Area/Department:	Projects
Starting date:	ASAP
Duty station:	Myanmar, ASIA Office in Yangon with field missions
Internal relations:	Under the direct supervision of ASIA HQ in Rome
External relations:	Local authorities and public institutions, project partners, other local and international organizations (also participating in the thematic coordination clusters), beneficiaries, suppliers and services companies
Duration and type of contract:	At least 12 months, with possible extensions
Reference gross salary/month:	Wages will be commensurate with experience

ASIA NGO Description

A.S.I.A. (Associazione per la Solidarietà Internazionale in Asia), in an International NGO based in Italy. We work in Asia continent with several donors on different kinds of projects (mainly focused on food security, agriculture, rural development, emergency response, environment, education, cultural heritage protection and microbusiness). For further information: <http://asia-ngo.org/en/>.

KNOWLEDGE AND EXPERIENCE REQUIRED

Education:	University studies in Development Cooperation, Humanitarian Aid or related fields.
Management:	Strong analytical, diplomacy skills and professional integrity. Proved knowledge of the implementation, monitoring, procurement and reporting procedures of development and emergency interventions.
Technical specific knowledge:	Rapid needs assessments, cluster coordination, project design and implementation, procurement, monitoring and evaluation and reporting. Knowledge of the international emergency framework guidelines and standard (Sphere, HNRPs, etc.).
Personal Abilities:	Strong communication skills and ability to work in team. Ability to maintain professional relationships with suppliers, colleagues, public and private stakeholders and beneficiaries. Proactive attitude and ability to prioritize tasks efficiently. Ability to work for goals in compliance with deadlines.
Key Competences:	Problem-solving attitude. Strong commitment to the Mission of ASIA. Ethical awareness, including anti-corruption practices and compliance with organizational policies.
Previous experience (years):	At least 5 years of proven experience in development and/or humanitarian aid, preferably with international NGOs and/or other international organizations. At least 3 years of proven experience in emergency response (both first aid and recovery phases).
Humanitarian sector knowledge:	Knowledge of first aid and recovery phase settings.
Languages:	Fully competent in both Italian and English.
IT systems:	Computer skills including Windows, Microsoft Office and other project management software and tools.

POSITION GENERAL OBJECTIVE

- Establish and organize the ASIA offices in the Country, including logistics, procurement, and staff recruitment and management.
- Ensure timely and effective implementation of project activities in line with defined objectives and expected results (including development of action plans, budget plans, and procurement plans).
- Oversee the proper and timely implementation of project activities carried out by Implementing Partners to achieve project objectives and results.
- Ensure all project activities comply with ASIA and donor policies and regulations.
- Guarantee that ASIA programming is effective, cost-efficient, and of the highest quality standards.
- Ensure close collaboration and coordination with ASIA, Implementing Partners, and all relevant stakeholders to facilitate smooth implementation and achievement of results.
- Manage institutional relationships at country level (local authorities, embassies, consulates where applicable, and AICS, EU, UN offices if needed). Develop a network of local and international partners and participate in relevant NGO coordination forums.
- Provide strategic and programmatic leadership and coordination for planning, development, and implementation of emergency and resilience programs (including preparedness, needs assessment, response, and recovery and resource mobilization), ensuring alignment with ASIA's strategic priorities. Ensure application of international humanitarian standards (e.g. Sphere) and contribute to strategic positioning and donor engagement.
- When required, coordinate ASIA's contribution to inter-agency Humanitarian Response Plans (HRPs) and other relevant frameworks in the country.
- Follow and support the process of registration of ASIA as an International Organization in the Country, assessing feasibility, timing, and conditions for registration. Also ensure the maintenance and full operational compliance of the local entity registered by ASIA, including administrative procedures, banking operations, and all related legal and bureaucratic requirements. The role requires availability to be a signatory on the organization's bank account, aiming to guarantee its financial operations.

PROJECT MANAGEMENT

- Design, plan, implement, and maintain a comprehensive monitoring and evaluation system for all project activities with local staff.
- Ensure implementation of project activities in close cooperation with Implementing Partners, beneficiaries, and stakeholders involved.
- Ensure timely and effective delivery of project activities in accordance with project plans and timelines.
- Ensure financial and logistical management complies with ASIA and donor regulations.
- Carry on regular field monitoring visits.
- Prepare and submit regular technical reports to HQ Area Responsible and Head of Projects Department using ASIA templates.
- Facilitate coordination with all key stakeholders.
- Collaborate with technical experts/consultants to integrate recommendations into project implementation.
- Ensure proper documentation and capitalization of program activities (assessments, methodologies, beneficiary selection, distribution reports, etc.).
- In coordination with ASIA HQ and Implementing Partners, assess the relevance and appropriateness of interventions based on evolving context and needs, and propose adjustments.
- Ensure project plans and logical frameworks (especially for emergency response) remain updated and relevant. Coordinate project design, reporting (including donor reporting), and inter-agency engagement.

FINANCIAL MANAGEMENT

- Monitor project cash flows and expenditures.
- Collaborate closely with the HQ Desk and Administrative&Finance officers to ensure expenses comply with budget eligibility criteria.
- Ensure optimal and efficient use of project funds in line with approved budgets and objectives.
- Ensure compliance with ASIA and donor financial and procurement procedures.

- Prepare financial reports and budgets for future initiatives.
- Develop and submit budget revisions to HQ.
- Manage ASIA bank accounts in-country in coordination with the local Administrative Manager.
- Only where opening an ASIA bank account is not feasible, open and manage a personal bank account exclusively for project-related transactions, ensuring full transparency and accountability in coordination with the local Administrative Manager.

HUMAN RESOURCES MANAGEMENT

- Lead and supervise project teams, including recruitment, contract management, and compliance with local labor laws.
- Conduct staff inductions and briefings to ensure clear understanding of ASIA policies, procedures, and roles.
- Monitor national legislation and advise HQ to ensure compliance with legal requirements for INGO operations.
- Ensure appropriate safety and security measures are in place, particularly in high-risk or emergency contexts.

TECHNICAL/FUNCTIONAL SKILLS

- Proven experience working in multiple locations, particularly in field positions within emergency contexts.
- Strong experience in design and management of country-level programs from identification to evaluation.
- Demonstrated experience in coordination and management of technical cooperation programs, including emergency, recovery, and rehabilitation.
- Experience in resource mobilization within humanitarian contexts.
- Strong knowledge of the full project management cycle and relevant tools/software.
- Relevant international experience in policy formulation, programming, and field operations management.
- Good knowledge of the international humanitarian system, including key agencies, NGOs, and partners.
- Collaborate with ASIA's Communications Office to disseminate information and content related to ASIA's operations in Myanmar.

SELECTION PROCESS

Candidates are invited to submit their applications **by April 06, 2026**, sending an e-mail to a.zito@asia-ngo.org AND a.nardi@asia-ngo.org with the following attachments and specifications:

- Use as the subject of the email: "Myanmar CR/Coord - NAME SURNAME";
- Updated Curriculum Vitae (Italian or English);
- Cover Letter (Italian or English) explaining how your profile meets the requirements of the vacancy and why you would like to work with ASIA in Myanmar;
- Specify in the email the start date of your availability;
- At least two references, including telephone number, e-mail address, and relationship with the applicant;
- The selection process may be closed before the deadline if the right candidate is found.

Only shortlisted candidates will be contacted for further selection process