

Vacancy Announcement

SI/GOV/18/1/2021/C

Background

Scholar Institute is a non-profit organization building social capital, empowering civil society, advancing democracy and promoting respect for human rights. Lack of education opportunities is considered a major cause of poverty and social marginalization which is one of the major causes of the fundamental human rights. Thus, since its inception in 2004, Scholar Institute (formerly Youth Development Initiative Network) primary mission is promoting education opportunities for youths and has been in the forefront in organizing educational activities on important topics, e.g. Human Rights, Democracy and equal opportunities for youths and has been in the forefront in organizing educational activities on important topics, e.g. Human Rights, Democracy and equal opportunities and social justice in partnership with the affected communities and other key stakeholders.

Governance Program is one of the four main programs of Scholar Institute. This program is designed to promote good governance, and social accountabilities in government sector, private sector, and public sectors by fostering multi stakeholders' involvement and accountability in community development. The program is designed to promote dialogues, and effective communications and engagement between the mentioned three sectors for the overall welfare of the people in specific areas. Through this program, we organize capacity building trainings, advocacy trainings, stakeholders' workshops, and other related activities in close coordination with other Implementation partners.

Sr.	Post Title	Post	Contract Duration	Duty Station
1.	Community Strengthening Project Coordinator	1	8 months (including 3 months' probation period)	Sittwe (frequent travels to project-based areas)
2.	Admin/Logistic Officer	1	8 months (including 3 months' probation period)	Sittwe (frequent travels to project-based areas)
3.	Finance Officer	1	6 months (including 3 months' probation period)	Yangon (sometimes travels to project-based areas)

Status : Full-Time

Start date : February 2021

Probation Period: 3 months

Only cover letter and CV will be accepted at initial job application stage. All required documents will be followed up for successful candidates at later stages) addressed to No. 10, Pyinma/nar Street, Pyi Thaug Su Villa, Northern Kyipwaryae Quarter, Thingangyun Township, Yangon or institutescholar@gmail.com by **5:00 PM, 25 January 2021**. Should you have any question, feel free to call 09447912012 **during the office hours**.

Job Summary for Community Strengthening Project Coordinator

In support of our work in Rakhine State, Myanmar, Scholar Institute is looking for a motivated **Project Coordinator** for the Community Strengthening Project.

Under the general direction of Project Manager, the Community Strengthening Project Coordinator is **based in Sittwe** and mainly responsible for designing, planning and implementation of project capacity building trainings, workshops, project activities and field research works with support of Logistic and media support Officer under this post 'supervision. In addition, the post responsibilities include programmatic alignment of project approaches and goals against project's theory of change/logic models.

And, the post will not only make sure of project stakeholders relationship building and effective communication with direct beneficiaries such as targeted community people and member of Village Development Committee but also ensure coordination and management of project plan and budget. As final tasks, the post will need to make certainty on periodic monitoring, reflection and evaluation on project progress, achievement against project outputs and outcomes.

Job Summary for Admin/Logistic Officer

Under the general direction of the Operation Manager, the **Admin/Logistic Officer** is based **in Sittwe** and responsible for procurement, maintenance, office running, vehicles management, and supporting for arranging logistic needs for workshops, meetings, trainings and field trips.

The role of the post will ensure all of logistical arrangement are in place and to support all project activities with required admin/logistical support. These posts will be based in field office and will support training facilities, training participants and other project stakeholders travel, accommodation and other required arrangement in the field. This role will report to Operation manager as line supervisor and will communicate with Finance Officer and Project Coordinator.

Job Summary for Finance Officer

The **finance officer** will be based **in Yangon** and sometimes travel to project related areas to support cash payment, finance documents of all project activities and preparation of budget projection, etc. the role will work with senior finance officer and senior finance manager as well as project programmatic team to ensure finance documents are align with SI finance procedures, standards and donor requirements from the field.

The Finance Officer is responsible for preparing financial statements, maintaining cash controls, preparing the payroll and administration, purchasing, maintaining accounts payable and managing office operations. She/he is responsible for a range of financial operations for the organization including the annual budget and monthly expenditure reports.

Terms of Reference

Personnel	Required Qualifications	Key Responsibilities but not limited to
<p>Community Strengthening Project Coordinator</p>	<ul style="list-style-type: none"> • University graduate or equivalent in relevant field (E.g, Rural Development, Livelihood or Project Management) • Ability to work with challenging and conflict-sensitive environment • Ability to establish, maintains, and fosters cooperative working relations with stakeholders and beneficiaries. • Ability to communicate clearly and concisely both written and oral in English and Myanmar and must have effective communication, mobilization and team-building and problem-solving skills as well as feasibility outlook • Must have at least four years working experiences in community development field • Must have strong leadership, project and budget management and reporting skills • Must have good reporting skills, programmatic reflection and evaluation with logical and rational perspective • Must have effective mobilization/critical analysis on program operation 	<ul style="list-style-type: none"> • Design, plan and implement project activities in assigned areas with the support of Logistic and media support Officer • Oversee the project implementation, ensure timely reflection on project progress with coordination with project staff • Assess regularly project activities and make sure project activities in operation with planned timeframe • Identify project lessons, conflicts arisen within project team members and solve them in conflict-sensitive and constructive way • Strengthen relationship/communication with project stakeholders; targeted community people, members of Village Development Committees and relevant Members of Parliament (MPs) • Work closely with project partner and ensure good communication between partner team and Scholar Institute team • Identify project-associated risks and external socio-economic risks and build on project planning proactively and keep project team and implementing partner informed as soon as possible • Supervise and ensure Logistics and media support officer ‘portfolios with active directions and instructions • Take facilitation and mediation on project trainings, workshops and meeting as assigned by project manager if required • Identify and report socio-economic development, changes, and problems in project locations and ensure information management • Ensure budget planning/expense management and timely budgetary forecast in monthly basis and make sure activities are adequately budgeted in coordination

		<p>with Community Facilitation Officers with support of finance department</p> <ul style="list-style-type: none"> • Monitor, reflect and evaluate project progress, success and lessons with support of Logistics and media support Officer and report to Project Manager • Submit project narrative report and monthly report to Project Manager in close coordination with support of Logistic and media support Officer • Ensure required support to project consultants and communication with research targets beneficiaries • Oversee project logical frame/ToC with support of project manager with periodic reflection and learning on ongoing project progress with Program Director
<p>Admin/Logistic Officer</p>	<ul style="list-style-type: none"> - Must have a bachelor degree or equivalent - Must have finished logistic related trainings - Must have at least two-year working experiences in logistic field - Proficiency in Office Word, Excel and knowledge of accounting and budgetary forecast - Enthusiastic to learn and share experiences - Ability to work during stressful period - Ability to work with challenging and conflict-sensitive environment - Ability to establish, maintains, and fosters cooperative working relations with service/goods providers. - Ability to communicate clearly and concisely both 	<p>Procurement</p> <ul style="list-style-type: none"> - Ensure all necessary things for project activities are purchased according to SI's procurement procedure - Ensure that all completed documents of purchased goods/services are filed - Acquire regular cross check for quotations from service providers - Forecast and develop for monthly cash for logistic related activities - Manage the tasks of procuring goods/service - Coordinate with Program Team and Finance Team to update requirements for purchasing and follow up with necessary changes <p>Maintenance</p> <ul style="list-style-type: none"> - Ensure that all properties and assets are safe and ready to use and enforce that all those items are properly used and listed in office inventory - Modify the existed maintenance process and develop if necessary in consultation Base Head

	<p>written and oral in English and Myanmar and must have effective communication, mobilization and problem-solving skills as well as feasibility outlook</p>	<ul style="list-style-type: none"> - Ensure office related bills are paid regularly and report it to the finance team - Ensure that inventory lists are properly documented and updated - Ensure that all the materials/services (computers, printers, copiers, projectors, internet connection and email services in the offices are well functioning <p>Office Running and Vehicles Management</p> <ul style="list-style-type: none"> - Manage office rental/contract with the approval of base head - Maintain office to allow efficient and convenient working condition - Manage the vehicles and ensure they all are in good condition at all time - Enforce office overall administration rules and regulations - Enforce all safety and security procedures <p>Documentation & Reporting</p> <ul style="list-style-type: none"> • Support proper documentations of not only all procurement process, office operation but need to keep all records in files and submit reports periodically to Operation Manager <p>Others:</p> <ul style="list-style-type: none"> • Perform other duties that may be required by Scholar Institute Operation Manager
<p>Finance Officer</p>	<ul style="list-style-type: none"> ✓ Effective written and spoken communication in English and Myanmar ✓ Time management skills ✓ Stress management skills ✓ Analytical and problem-solving skills 	<p>Financial Management</p> <ul style="list-style-type: none"> ❖ Prepare the process of developing a realistic monthly and annual budget and making sure that it includes income to cover all planned expenditure.

	<ul style="list-style-type: none"> ✓ Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a highly proficient level ✓ Ability to manage and prioritize multiple tasks, take initiative, work well in a team ✓ At least 3 years relevant working experience ✓ Hold a degree or prominent certificate which can certify the financial capability ✓ Ability to deal with multi-ethnic & multi- culture ✓ Enthusiasm to work for the development field ✓ Ability to prepare the financial statements and financial report ✓ Be a self-motivated team player 	<ul style="list-style-type: none"> ❖ Supervise the preparation of the end of month accounts before submitting them to the Senior Finance Manager and Senior Finance Officer ❖ Support and coordinate the effective management of finance and general administration functions in Finance department. ❖ Be responsible for the smooth financial management of all program activities. ❖ Support all aspects of accounting, procurement and regular audit for the organization. ❖ Prepare income statements, balance sheet and ensure that all the transactions are properly recorded and entered into the computerized accounting system. ❖ File and maintain all project finance document such as adequate books, records, payments and receipts. <p>Coordination & Reporting</p> <ul style="list-style-type: none"> ❖ Ensure the organization meets all its commitments to the donors and be the contact person for donors in all finance related matters ❖ Make sure that the monthly and other annual and periodic financial reports are submitted to management and donors within the stipulated deadlines ❖ Ensure all financial reports are checked for accuracy before they are submitted to the donors. ❖ Ensure detailed expenditure reports are available for each project to ensure the provision of accurate and timely financial information. ❖ Interpret financial information for non-financial staff to ensure program activities and procurement reflects under available budget. Ensure proper accounting codes used for every payment and receipt. ❖ Ensure that all major financial (or other) commitments with the partner
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		<p>organizations are covered by a legal written agreement.</p> <p>Others:</p> <ul style="list-style-type: none">❖ Perform other duties that may be required by Scholar Institute Senior Finance Manager and Senior Finance Officer
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Remark: Scholar Institute is an equal opportunity employer and welcome applications from all people, regardless of gender, confession or origin. Scholar Institute conducts background and reference checks. Ethics form part of the Annual Performance Appraisal.

All applications will be received and we will be in touch with successful applications in shortlists only. Should no feedback be received from Scholar Institute within 2 weeks of your submission, kindly accept that your application did not succeed. We thank you for your interest in the work of Scholar Institute.

Scholar Institute
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Northern Kyipwaryae Quarter,
Thingangyun Township, Yangon
www.scholarinstitute.org