



Job Vacancy Announcement

Action Contre la Faim-Myanmar

ACTION CONTRE LA FAIM (ACF) is an International Non-Governmental Organisation (I.N.G.O.) that is charitable, impartial, non-political and non-profit, currently implementing humanitarian programs in 45 countries with head offices in Paris, New York, London, Madrid and Montreal. Dedicated to emergency, post-emergency and relief assistance, ACF is specialised in the fields of Nutrition, Food Security & Livelihoods, Water/Sanitation and Health. Since 1994, ACF-Myanmar has been providing assistance to vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs all **ACF staff have to be available at anytime in order to respond to any emergency work, should the need arise.**

We are seeking:

Head of Project (Food Security and Livelihoods)

Job Location:	Sittwe, Rakhine State
Number of position:	1
Duration of the contract:	12 months (Renewal)
Starting date:	October 2019
Reporting To:	Area Manager

1) **GENERAL ASSIGNMENT**

Guide, supervise and report on the implementation of the Agriculture and Livelihoods project activities (e.g. rice/vegetables/pulses production, training, farmers field schools, mechanization and irrigation, livestock breeding, fish breeding, off-farm Income Generating Activities) in the targeted communities.

2) **TASKS & RESPONSIBILITIES**

Objective 1: Responsible for the implementation of quality activities

Activity:

- Evaluate support needs for proper implementation of activities
- In charge of involving and train beneficiaries and sensitize community member on activities
- Supervise the organization of information meetings, events and training sessions with community members to improve their knowledge in terms of program activities
- Responsible for the respect of methodology for each step of activities implementation
- Monitoring quality of intervention as defined by the log frame and work plan and for annual review
- Drafting and adapting questionnaires templates and other project management tools
- Following up the activities with regular field supervisions visit
- Identifying and anticipating problems or constraints and regularly update the Area Manager and/or PM
- Technical responsible of activities related to FSL: rice/vegetables/pulses production, farm mechanization, irrigation, livestock breeding, fish breeding, winter crops, Income Generating Activities, VSLAs, etc.

Objective 2: Participate on the field, to coordination and representation with local partners, authorities and specific stakeholders (in collaboration with the Dy PM):

Activity:

- Participating in cross capacity-building technical trainings with partners



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- Facilitating the exchange of technical skills between partners and government technical departments
- In charge of enforcing the implication and the coordination with village authorities, community elders and government technical departments

Objective 3: In charge of the management and capacity-building of his FSL team

Activity:

- Participate in the recruitment of his team
- Setting the organization of FSL team (Planning, roles, team equipment) supported and consolidated by the Area Manager
- In charge of the identification of training needs of his/her team members, to be communicated to the Area Manager
- Providing training to his/her team members according to needs identified supported by the Area Manager
- Responsible for the performance appraisal of each one of his/her team member
- Contribute to developing training modules with the support of the Area Manager and PM
- Support, follow up, monitor and report on his/her team's work
- Encourage motivation of the team (team building activity)

Objective 4: In charge of reporting on activities

Activity:

- In charge of drafting weekly / monthly reports (weekly program report, project technical report), and submitted them to the Area Manager
- Sharing ad hoc data's linked with sector of intervention or context analysis requested by the Area Manager
- Participating in drafting case-studies report
- Following-up and supervising of the FSL activities using appropriated tools

Objective 5: Assess project needs and propose reorientation and adaptations to the Deputy Program Manager / Program Manager

Activity:

- Identification of needs with different stakeholders
- Accessing local capacities
- Follow-up of technical indicators in coordination with relevant stakeholders, partners, government technical departments
- Capitalization on previous experience on ACF intervention
- Proposing innovative ways of addressing issues encountered

Objective 6: Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards

- The Head of Project should demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.



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This list of responsibilities is not exhaustive. Some others responsibilities / tasks can be added, according to the activities and after validation by the Superiors

3) **DEGREE AND SKILLS REQUIRED**

Diploma / Level of studies: Diploma (or higher level) in Agricultural Science or in a field related to agriculture, livestock, fisheries, rural development and at least 2 years of professional experience in guiding and supervising the implementation of FSL activities.

Required skills and experience:

- Good knowledge and experience of agricultural practices
- Computer knowledge (Word, Excel)
- Team management and planning of activities, Ability to analyse and synthesize
- Good knowledge of the area intervention, Good communication skill
- Good Motivation Skill, Good team spirit, Good human relationships
- Knowledge of English, Knowledge of local dialect
- Diplomacy, Good relational qualities, Flexibility and Creativity
- Personal commitment in promoting Gender Equality is appreciated

Preferred skills:

- Knowledge and experience of livestock breeding practices, aquaculture practices, business management principles and Income Generating Activities (IGA), Village Saving and Loans Association (VSLA) methodology. Ability to ride a motorbike.

WORKING HOURS

- According to the ACF Myanmar internal regulations
- Flexibility in working schedule may be required, according to project needs and fixed timeframe

4) **HOW TO APPLY:**

If you want to apply, please send:

- A letter of application, An updated Curriculum Vitae including 2 references (references will be checked)
- The final clearance from your previous employer

To:

- **ACF office, No.72, Sittwe Hotel Road, West San Pya Qtr, Sittwe** **OR**
- **Via an email: jobs.acf.mya@gmail.com**

Closing date of application:

22nd September 2019, Sunday (5:00 pm)

Nb: **Only** complete files will be considered. **Do not** enclose any original document with your application, as they will not be returned to you.

Only short-listed candidates will be contacted by Action Contre la Faim.

Please be prepared for the **technical tests / interview** which will be held between 27th - 30th September 2019.