



## Field Operations Coordinator

Employment Term: Fixed-term (till 30 September 2020)  
Level: National, C2  
Location: Sittwe, Myanmar  
Closing Date: 11 October 2019



Oxfam is a global movement of people working together to end the injustice of poverty. That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

***Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.***

**Note:** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

### The Role

Oxfam in Myanmar is looking for Field Operations Coordinator.

### Job Purpose

To lead operations team in ensuring efficient operations that enables effective delivery of programme objectives and to support Area Manager and Project Leads on maintaining good working relationship with relevant government counterpart. The Field Operations Coordinator will be responsible for overseeing and ensuring overall administration, government liaison, human resources and finances and logistical activities of the Oxfam – Sittwe Office, Rakhine state.

To view the full job description please click [here](#)



### Skill and Competence

- A degree holder with a minimum of 5 years' experience in Programme Support Area and Government Liaison functions (Part Qualified or Qualified by experience can substitute)
- Attention to detail
- Proven knowledge of computerised systems and demonstrable experience of working with computerised accounting packages and spreadsheets
- Able to work under minimum supervision
- Ability to manage multiple requests and to liaise with several different departments.
- Good written and spoken English is essential.
- Ability to use judgement on routine functions, and work with minimal supervision
- Ability to work under pressure, particularly during humanitarian emergencies when the transactions are scaled up significantly
- Ability to prioritise own workload, to work independently and to work to deadlines.
- Well-developed interpersonal and team skills and proven ability to be flexible in demanding situations.
- Commitment to humanitarian principles and action.
- Demonstrated commitment to gender and diversity issues



**Note to candidates:** Shortlisted candidates will be assessed on our organizational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct [here](#).

### How to apply

Please state applied position in email subject line and send CV and cover letter to Human Resources Department through [myanmarhr@oxfam.org.uk](mailto:myanmarhr@oxfam.org.uk) (OR)

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.

Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

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