

**Ministry of Agriculture, Livestock and Irrigation  
Department of Rural Development (DRD)  
National Community Driven Development Project  
IDA Grant H814-MM**

**Assignment Title: Technical Assistance Team Leader (Lead CDD and Training Specialist)  
(12 Months) Employment Contract with DRD**

**Location: (1) position in each of (Kyunsu, Kanpetlet, Pinlebu and Ann)**

The Republic of the Union of Myanmar has received financing from the World Bank towards the cost of its NCDD Project; website: (<http://cdd.drdmyanmar.org>), which is being implemented by the Department of Rural Development (DRD) of the Ministry of Agriculture, Livestock and Irrigation

### **Introduction**

As the need for project implementation is growing strongly, the NCDD project is now looking for the TTA Team Leader (Lead CDD and training Specialist) with adequate experience in the areas of project implementation and training functions and who can effectively deliver sub-project implementation activity and training for technical assistance staff, Junior TTA staff, township DRD and CF/TF in the respective townships.

The overall objective of the assignments is to support township DRD in all aspects of project implementation according to the project manual.

### **Main tasks**

The TTA team leader (Lead CDD and Training Specialist) will perform the following tasks through the closely coordinating with the Union NCDDP Team and township DRD.

- Support township DRD office in all aspects of project implementation according to the project operations manual
- Manage a team of Consultant staff and community and technical facilitators, monitor their performance and ensure timely delivery of quality outputs
- Monitor implementation of the grievance handling system at the township level
- Provide on-the-job training and capacity building to DRD staff on all aspects of project management at the township level
- Organize and Monitor training to village tract project support committees, village committees, community and technical facilitators, and village volunteers on project operations and the community project cycle
- Prepare a training plan for village tract project support committees and village committees based on the project operations manual
- Monitor and measure training results
- Ensure that the data in the MIS and all required reports to DRD are submitted on time and are complete and accurate.
- Ensure strong cooperation with DRD
- Ensure linkages with other line departments at the township level
- Support the township and Union DRD in the production of ad-hoc reportsSupport the township DRD staff in the facilitation of internal and external audits and Bank implementation support missions

### **Specific Qualification**

The Technical Assistance team leader (Lead CDD and Training Specialist) will have the following Profiles-

- Academic degree in social sciences and at least five years in project management experience, with a particular focus on community participation and community-based infrastructure, or at least seven years of relevant experience in project management
- **With minimum two year similar experience in NCDDP is preferable**
- Ability to work effectively and sensitively in teams and with government counterparts
- Strong inter-personal skills and ability to resolve conflict;
- Prior experience of working in rural Myanmar
- Experience working on community-driven development models;
- Proven track record in capacity building;
- Ability to communicate effectively with project stakeholders;
- Proven planning and organizational skills;
- Functional ability to speak English;
- Willingness and ability to travel frequently to project villages; and
- Proven ability to work under pressure and deliver in a timely manner.

### **Time and location**

The contract will be signed under DRD employment agreement for a 12 months full time assignment, starting from first Dec, 2016 (or as soon as contract negotiation has finalized) The consultant shall be base in the NCDDP Office in respective townships.

### **To Apply**

Application must be submitted in a written form to the address below (in person, or by mail, or by fax or by e-mail) by **November 25, 2016 (OR) until candidate identified. The applicant should clearly mention the applying township and state names of the townships in his priorities.**

Further information may be obtained the address below during office hours from 0900 to 1600, Monday through Friday, except public holidays.

Attn: **U Kyaw Swa Aung** (Director)

NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation

Office No. 14, Nay Pyi Taw, Myanmar.

Tel & Fax: 067 – 409071

Email address: [unioncddprocurement@gmail.com](mailto:unioncddprocurement@gmail.com)

Contact to: Daw Thin Thin Aung (Upper Divisional Clerk)

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