



## **JOB DESCRIPTION**

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| <b>POSITION TITLE:</b>       | Program Officer                              |
| <b>COUNTRY PROGRAM:</b>      | Myanmar                                      |
| <b>PROJECT NAME:</b>         | GC7 Malaria (RAI-4E) - Global Fund GMS Grant |
| <b>REPORTS TO:</b>           | Program Manager                              |
| <b>LOCATION:</b>             | Mawlamyine 50%, Yangon 50%                   |
| <b>STATUS:</b>               | Full Time                                    |
| <b>SUPERVISORY CAPACITY:</b> | 8  |
| <b>APPLICATION DEADLINE:</b> | <b>29-May-2024 (4:00 PM)</b>                 |
| <b>STARTING DATE:</b>        | 01-Jun-2024                                  |

### **ARC Mission Statement**

The American Refugee Committee (ARC) is an international nonprofit, nonsectarian organization that has provided humanitarian assistance and training to millions of beneficiaries over the last 35 years. ARC works with refugee communities in 15 countries worldwide, helping people regain control of their lives. The people ARC serves have lost everything to events completely beyond their control. ARC provides shelter, clean water and sanitation, health care, skills training, microcredit education, protection, and whatever support we can to let people begin again.

The Myanmar country program of the American Refugee Committee is actively responding to humanitarian concerns in Myanmar, particularly in remote areas of the Southeast region. ARC works closely with national and local authorities to galvanize concerted and coordinated lifesaving humanitarian assistance to people in need. Primary interventions focus on community health responses to endemic malaria among hard-to-reach or transient populations.

### **Project Overview**

The Regional Artemisinin Initiative (RAI) has been expanded with a 4<sup>th</sup> phase, the RAI-4 Elimination (RAI-4E) program, which contributes to the elimination of Malaria in Myanmar and the prevention of the emergence or spread of artemisinin resistance in new areas. This program, supported by Global Fund, is a multi-state program focused on the Southeast region and Northeast region of Myanmar, partnering with and serving primarily ethnic minority populations in hard-to-reach localities.

### **Primary Purpose of the Position**

The Program Officer (PO) is primarily responsible for overseeing the comprehensive implementation and reporting of project activities within the designated area. Key focus areas include overall programmatic and financial management, safety and security measures, and staff administration at the field office. The PO will collaborate closely with focal staff across various departments within both country and field offices, ensuring effective coordination with local

authorities and stakeholders to facilitate the successful execution of the project. Additionally, the PO represents ARC and the project at all State/Region/Township-level activities and events, further contributing to the project's visibility and impact.

### **Essential Duties and Responsibilities**

- Supervise community and township-level activities conducted by volunteers, ethnic health facilities, community mobilizers, and other providers.
- Oversee finance/admin, logistics, and other support staff at the field office, ensuring compliance with systems and processes in administration, financial management, and logistics (including inventory, procurement, maintenance, and transport) following ARC and donor standards.
- Ensure the effective implementation and practice of ARC's standard procedures and protocols.
- Develop, implement, and track work plans and action plans at the field level.
- Align project implementation with the established work plan to achieve project deliverables.
- Monitor project expenditures, verify the monthly spending plans submitted by deputy field officers, submit the S/R level monthly spending plan to the central office, and actively follow up on project expenditures against the budget.
- Supervise risk communication and community engagement activities at the field level to enhance the demand and uptake of malaria prevention, diagnosis, and treatment services.
- Serve as the technical focal point, providing necessary training and technical support to field staff and local implementing partners.
- Manage staff recruitment and orientation at the field office level.
- Conduct regular supportive supervision, both on-site and remotely, for field staff, service delivery points, and service providers to ensure the quality assurance of services and data assessment.
- Lead advocacy and community engagement/mobilization activities and attend Central and State/Region-level meetings and workshops as necessary.
- Ensure timely submission of reports to State/Region/Township Health Departments, VBDC, and other local authorities as requested.
- Prepare monthly, quarterly, biannual, and annual reports, including project progress data and narrative reports according to the reporting timeline.
- Ensure staff compliance with safety and security policies and report any violations immediately.
- Conduct regular meetings with all staff and stakeholders to identify issues, challenges, and areas for improvement and develop appropriate action plans.
- Contribute to the development of program proposals.
- Perform other tasks as requested by the supervisor.

## **Education, Technical Skills, and Knowledge Required**

- M.B.,B.S or Bachelor's degree in public health, or equivalent degree in a relevant field.
- Minimum five years of program management and field implementation experience in the humanitarian sector.
- Previous experience with communicable disease control projects, including but not limited to malaria, TB, and COVID-19, funded by Global Fund, is strongly preferred.
- IT Literacy: Proficient in Microsoft 365 applications, including Word, Excel, PowerPoint, Outlook, and SharePoint.
- Data Analysis and Visualization: Advanced user of Microsoft Excel and PowerBI.
- GIS Mapping: Advanced proficiency in Google Maps, Google Earth, QGIS, and ArcGIS.
- English (CEFR Level): Proficient User.
- Ethnic Language: Proficiency in Karen, Mon, or Shan languages is preferred.

## **Key Behaviors & Abilities**

- Ability to communicate and maintain diplomatic relations with relevant local authorities, donors, and other implementing partners and EHPs
- Strong participatory leadership, interpersonal skills, and ability to motivate staff
- Ability to work in a multicultural context as a respectful team player
- Willingness to travel to difficult field locations often and on an ad hoc basis
- Well-versed with organization policies and can ensure compliance by staff to established policies
- Ability to work under pressure and adapt to situations as required due to changes on the ground
- Highly motivated self-starter who takes direction well but also works independently
- Keen eye for detail
- Capacity to think ahead and highlight areas of risk and concern
- Pro-active attitude to improving systems
- Flexible, motivated, team player

## **PSEA Clause for Job Advertisements**

Alight/ARC has a zero-tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff must adhere to the Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with and adherence to the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

## **Diversity**

ARC is committed to gender equity and ethnic and racial diversity in programs and organizational policy. ARC's employment policy provides for the equality of opportunity, regardless of race, color, sex, age, religion, national origin, citizenship status, physical or mental disability, or past,

present, or future service in the uniformed services. ARC will not violate any applicable law by showing partiality or granting any specific favors to any employees or group of employees.

**Submission of Application:**

Interested candidates are required to submit a cover letter, a CV/Resume, and details of at least two referees via E-mail to [MMJobs@wearealight.org](mailto:MMJobs@wearealight.org) latest on 29-May-2024 (4:00 PM)

Please mention the position title clearly in the subject line of the applications by E-mail.

Only shortlisted candidates will be contacted. Reference & background checks will be performed for successful candidates.