



VACANCY ANNOUNCEMENT

Position Title	Program Coordinator
Location	Yangon, Myanmar
Employment duration	Initial one year with scope of further extension
Reporting to	Executive Chairman
Start Date	As soon as possible
Office Address	No. 14 Hnin Si Street, Tosta Garden, Thingangyun Township, Yangon, Myanmar

(1) Background

FIN Myanmar is a social enterprise established in September 2023 with an aim to improve the quality of lives of people in need through improved their livelihood, access to basic services and capacity to stand with natural and manmade shocks.

(2) Our Vision and Mission

An empowered and resilient society that can continue to pursue an improved life and stand with any shocks and disasters.

Our mission is to work with communities to improve their quality of life through improved livelihood, access to basic services and capacity to stand with natural and manmade shocks.

(3) Our Values

Everything we do is shaped by our six values:

- Respect
- Accountability
- Courage
- Collaboration
- Innovation
- Integrity

Key Responsibilities:

Program Management

- Working in guidance of Executive Chairman for FIN Myanmar enterprise strategy development and implementation.
- Represent FIN Myanmar in public communication.
- Working in collaboration with Finance, HR and other functions.
- If necessary, manage all team on behalf of Executive Chairman.
- Manage and monitor the programs and ensure all system related to program implementation and monitoring are in place.
- Ensuring the quality and timely reporting of each project.



- Engage with donors for grant management and also for new funding.
- Oversee and supervise the Program Team.
- Organize the events in collaboration with other team members.
- Close engagement with the Consultants, Partners and Donors to make sure everything is going well as planned.
- Regular monitoring visit to the fields.

Social Enterprise

- Lead in community mobilization process to promote awareness on water, sanitation and hygiene knowledge of community members including training to community volunteers.
- Guide/direct to community volunteers in order to fulfill the aim of the community mobilization purpose and objective.
- Build strong relationship with community leader from the water supply systems and to mobilize, orient and provide necessary supports to women groups in leading, managing and sustaining a social entrepreneurship collective action.
- Coordinate with technical partners to provide technical and business trainings including regular mentoring on business as well as financial management to women groups.
- Undertake regular monitoring and support visits to project areas and provide recommendations for strengthening program quality in the light of Program Quality Standards.
- Support monitoring & evaluation team in effective implementation of the Project Monitoring Plan in line with the project log frame.
- Disseminate the learning from the projects by identifying activities that trigger learning.
- Ensure that cross-cutting themes, mainly gender, empowerment, inclusion, sustainability, and sector strengthening are duly focused during program implementation.

PERSON SPECIFICATION

Qualifications and Experiences:

- A university degree is required in Business Administration, Social Science or other relevant discipline.
- Have at least three years of experience in a similar work.
- Understanding of culture and regulations for NGOs, CSOs in Myanmar.
- Demonstrated ability to carry assigned tasks thoroughly, pleasantly, professionally and without close supervision.
- Ability to communicate verbally and in writing, in English and Burmese languages.
- Proficient in using word, excel, PowerPoint and email, internet.



Other skills and personality requirements:

- Able to commit to enterprise values and child protection policy
- Problem solving and analytical skill
- Cross cultural awareness and sensitivity
- Good team player
- Ability to work under pressure with numerous deadline and priorities
- Flexible and adaptable approach to working in a changing environment
- Empathy with enterprise's vision, mission and goal
- Demonstrate high level of accountability towards the assign role

Applications

Closing date: Thursday, 2 May 2024.

Applications for this role must comprise of:

- A cover letter showing the interest and eligibility of the applicant (max 1 page)
- A curriculum vitae (max 4 pages). The CV must include at least two professional referees (referees will not be contacted until after interviews, with permission from the candidate)
- Late or incomplete applications will not be accepted
- Any undue pressure to influence the selection process will disqualify the candidacy

Please **note that only shortlisted candidates will be contacted**. Shortlisted candidates will be called for a written test and interview. Written test and interview will be held in FIN Myanmar office in Yangon. A second interview may be requested if required.

FIN Myanmar is committed to welcome people from the widest possible diversity of backgrounds, cultures and experiences. We will make any practical adjustments to enable suitable disable people to participate fully in the interview process, and if selected, afterwards in an office environment. Please let us know if you have a disability and require any special assistance.

Email your letter and CV to: friendinneed.myanmar@gmail.com by Thursday, 2 May 2024.
The subject line of your email should read as **“Application for Program Coordinator, FIN”**.