



### Senior Programme Officer

We are currently recruiting a **Senior Programme Officer**, directly reporting to Programme Manager.

**This is a Maukmai based position in Southern Shan State**, covers Langkho and Mongpan including emergency response in targeted townships.

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

#### **About Relief International**

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

#### **Overall Objectives (scope)**

Under the direct supervision of Programme Manager and technical supervision of Programme Coordinators, the **Senior Programme Officer** provides programmatic and operational management to ensure the development and implementation of the health and emergency response programmes through good coordination and collaboration with relevant township stakeholders, other implementing agencies, and community-based organizations.

#### **Your responsibilities will be:**

##### **Project Management**

- Work closely with township health staffs from the township health department, rural health centre and sub-rural health centre levels together with community-based organizations, and other stakeholder groups to implement health programme activities
- Provide support for the meetings, trainings and workshops to be conduct within the township as necessary
- Initiate and facilitate coordination meetings, advocacy meetings and awareness raising sessions at the community level, together with programme teams.
- Supervise and organize FGD in community level and action points are planned and implemented
- Provide technical supports to programme teams to develop programme implementation plan with appropriate timelines and targets
- Technically support in and verifying referral cases, establishing and operationalizing proper referral pathway for the emergency patients together with Township Medical Officers according to the referral criteria of health programme.
- Make sure partners are receiving updates from RI and fund support agencies related to the changes, modification, recommendations, etc. by regular communication with assigned focal person

- Assist Programme Coordinators in preparation of project reports by drafting and providing required information
- Assist Programme Coordinators and Programme manager in budget amendment and redesigning/ reorientation of project activities
- Support Programme Coordinators during field supervision/ assessment visits to partners by developing a supportive supervision/ assessment plan
- Assist PC/ PM in the development of SOPs/Guidelines and information sheets which are related to project's interventions through close collaboration with Head of Health Technical & Coordination Unit and Technical Coordinator

### **HR Management**

- Ensure all staff of assigned townships under direct supervision are being provided constructive feedbacks on their performance
- Certify all of the field travels of the staff are secured and well-prepared to respond the unexpected circumstances on spot
- Direct or assist in completion of day-to-day tasks and in coordination/ cooperation with other project team members
- Ensure a good team has been built and play their roles smoothly in project implementation
- Participate in hiring and orientating new team members as necessary
- Perform probation appraisal and annual performance evaluation for the supervisees on time as per set internal guidelines
- Seek necessary advice from Programme Coordinator and next supervisor for HR management related concerns as relevant
- Built-up a culture of continuous learning among team members at the work place
- Seek suitable opportunities in capacity building for the sub-ordinates in work-scope related knowledge and for their professional development

### **Financial management**

- Check and verify the documents and all of the expenditures are within project approved timeframe, budget and activity plan and align with defined internal controls
- Provide monthly cash request to finance department based on the work plans
- Act as a dedicated budgeted holder if programme coordinator/ Programme Manager is on leave or out-of-office as per the request

### **Other operational management**

- Liaison for networking, coordination and collaboration at township levels in assigned townships
- Make sure all procurements at township level are in line with defined policy and procedure of Relief International, verify and approve as per the authorization matrix
- Responsible for the smooth collaboration between different departments at township and regional as well
- By close coordination with Pharmacy Officer/ Field Logistics Focal, ensure proper set-up of field warehouses and stocks/ medicines are being recorded, issued and reported correctly in timely manner

### **Partnership management**

- Assist Programme Coordinators/ Programme Manager in partnership management; project designing, detailed activity development, budget development, and tracking the progress to provide necessary technical inputs
- Regularly contact with partners to provide updates on the project implementation and keep on the same track in reaching set objectives
- Provide feedback on the partner's reports; technical narrative, financial, database and supporting document after verification and cross-checking on time
- Represent RI with respective partners in meeting, training and joint activities as per assignment of Programme coordinators/ Programme Manager

### **Reporting**

- Assist the Program Coordinator/Deputy Programme Manager to prepare of health programme teams monthly and quarterly work plans
- Updating health programme presentation by quarterly basic
- Participate in conducting situational analysis and other activities as necessary under the guidance of the Program Coordinator/Deputy Programme Manager.
- Collect and compile programme data regularly to submit to the Program Coordinator/Deputy Program Manager/ Program Manager and MEAL department, including case studies, success stories and focus group discussions.
- Cross checking data and feed backs of MEAL team (e.g. referral report, PIP, HMIS and others according to reporting guideline Shan)
- Cross check with the township health department and RI Logistics in updating inventory of medical and non-medical items supported by the health & related programme.
- Compile and submit regular progress reports – monthly, 6 monthly and annual reports (including monitoring data) to Health Program team on time.
- Supervise and organizing on AEI and CS activities in targeted areas

### **Representation**

- Represent the organization during meetings at regional and township levels as requested

### **General**

- Be flexible and be able to provide assistance with different activities not included in this primary job description

### **About You**

You will bring the following experience and skills.

- A university degree is required in Nursing, Public Health, Community Health, or other relevant disciplines
- Substantial proven experience working in NGO/INGO/UN, development/ emergency humanitarian project and experience in similar project is preferable
- Substantial proven experience working in planning, programming, implementation monitoring and evaluation of development project; experience in emergency humanitarian response is an asset
- Work experience managing large-scale projects, working with governments, working in resource-limited settings, monitoring and evaluating supply chains, and risk management, mitigation will be an asset.

- Knowledge and experience with data collection, data management analysis and reporting are essential.
- Knowledge/experience in emergency response projects in Shan State is preferred.
- Knowledge of procurement processes and good distribution practice could be beneficial.
- Know how to maintain good relations with all partners;
- Be a team player;
- Ability to work in a multicultural environment;
- Have the ability to communicate and train.

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**How to apply :** To apply for this post, click on the "[link](#)" button in the job advert page and send to [hmmm@ri.org](mailto:hmmm@ri.org), quoting "Senior Programme Officer -Maukmai" in the subject line. **Closing date: 25 April 2024**

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page, three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.