

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for **Senior Program Coordinator (Malaria)** position based in Yangon, Head office. Please see the following detailed information.

SAVE THE CHILDREN INTERNATIONAL
VACANCY ANNOUNCEMENT
(FOR MYANMAR NATIONAL ONLY)
ROLE PROFILE

TITLE: Senior Program Coordinator (Malaria)	
TEAM/PROGRAMME: GFATM-PR/ Malaria	LOCATION: Yangon, Head Office
Number of Position: 1 GRADE: NAT- 3	CONTRACT LENGTH: Fixed Term
CHILD SAFEGUARDING: Level 3: the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing vetting process staff.	
ROLE PURPOSE: The post holder is responsible for technical assistance, quality assurance and management support for the Malaria grants under Global Fund under the direct supervision of the Program Manager (Malaria) and overall supervision of Head of Malaria.	
SCOPE OF ROLE: Reports to: Program Manager (Malaria) Direct Reports: None Financial Approval: No financial approval External Representation: Represent when required Save the Children’s thematic programme under GFATM to government, the UN and other international agencies. Travel: Frequent (up to 6 days per month)	

KEY AREAS OF ACCOUNTABILITY:

Under the guidance and with the support of Program Manager (Malaria), the incumbent will-

1. Scope, complexity and impact on Decision Making

- a) Support Program Manager in analysing results of SRs' work plans and budget expenditure on semi-annual basis and make recommendation to Program Manager for further actions.
- b) Regular follow up of management actions in subsequent reports and/or during field visits.
- c) Ensure effective and efficient management and optimal use of resources in compliance with SC and GFATM's policies and guidelines.
- d) With the guidance of Program Manager, explore opportunities for improvement to existing initiatives, and/or other initiatives in thematic area – particularly in relation to any future GFATM rounds engagement but also maintain close coordination and synergy with other Malaria responses from diverse funding sources.

2. Responsibilities

- a) Monitor the progress of program activities with a focus on quality, scale/ targets of the activities and related financial status by monitoring visit to field sites and/or periodical reports.
- b) Facilitate training to SRs (if requested by SRs).
- c) Guide and assist SRs to develop appropriate IEC/BCC materials, training materials and modules if needed by SRs.
- d) Support Program Manager in advising improvement in process management and program strategy to SRs.
- e) Collect the training plans and any relevant programmatic plans, review in term of relevance, budget, work plan, compile and finalize for submission to donor.
- f) Support Program Manager to ensure that reporting formats, implementation guidelines and monitoring checklists are developed.
- g) Conduct monitoring visits to SR project sites and ensure not only the technical competencies of project activities but also the project is on track to SC/GFATM expectation.
- h) Draft field visit reports after each field trip in order to disseminate to relevant SR and interested stakeholders.
- i) Under the Guidance of Program Manager, work closely with different functional departments to ensure the program is on track to overall program objectives such as checking and validation of yearly forecasting and procurement plan of pharmaceutical, health product and equipment, monitor product arrival, participate in committee of supplier selection of local procurement; programmatic inputs to performance indicators setting; provide clarification on budget variances and participate in financial report preparation.
- j) Maintain a strong strategic overview of the thematic area in the context of Myanmar, and be aware of evolving international standards/guidance and able to implement state-of-the-art technical approaches in Malaria prevention and treatment.
- k) Provide technical advice to Program Manager regarding specialized thematic area of Malaria.
- l) Support Program Manager in reviewing budgets, Progress Update, Donor reporting and work plans semi-annually of SRs and clarify variances on overspending and underspending and suggest corrective actions to Program Manager.
- m) Support Program Manager in reviewing proposed budget changes/ reprogramming in relation to activities and recommend approval or disapproval with justifications.

3. External Representation and Communication

- a) Represent when required Save the Children's thematic programme under GFATM to government, the UN and other international agencies.
- b) Represent SC PR and participate in both Malaria technical working groups, upon request from



the supervisor.

- c) Support Program Manager in organizing and participation in technical meetings with SRs to share ideas, update progress, cross learning between SRs, and to address programmatic shortfalls.
- d) Under the direction of Program Manager, ensure effective coordination with different functional departments across the GFATM unit within Save the Children and conduct regular meetings to identify and address any key issues or challenges in a timely and systematic manner.
- e) Communicate closely with the assigned SRs to address the challenges and anticipate the potential risk of program implementations.

Child Safeguarding Responsibilities

- Ensure full understanding on the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.
- Conduct in accordance with the rules of the Child Safeguarding Policy, in both personal and professional lives – which includes reporting suspicions of child abuse.
- Promote the message of child safeguarding to colleagues in other organizations, children in their own and beneficiary families, and community members in general.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity
- Always acts in the best interests of children

QUALIFICATIONS

Education

- Must have University degree in Medicine (MD/MBBS), preferably with master's degree in public health, Business Administration, Public Administration or other related area.

Skills and experience:

- Demonstrated skills, experience, and knowledge in Malaria.
- Minimum 4-5 years' experience of steadily increasing seniority/level of responsibility

including at least 3 years of experience in Malaria programming.

- Experience and knowledge of effective financial and budgetary control and managing grants is an asset.
- Previous experience working in Global Fund project is preferred.
- Willingness and experience in effectively working with malaria high risk people/community in hard-to-reach areas and ensuring their meaningful involvement in all stages of the programming cycle.
- Ability to analyse information, evaluate options and to think and plan strategically.
- Proven skills facilitating workshops or delivering training.
- In-depth understanding of updated national and international development issues related to malaria control and elimination.

Communication and Technical Skills:

- Excellent interpersonal, communication and presentation skills.
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- Excellent skill in MS office application, particularly Word, Excel, and PowerPoint.
- Fluency in written and spoken English.
- Ability and willingness to travel domestically as assigned.

General:

- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children.
- Proactive team member
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All staff has an obligation and a responsibility to:

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.

- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

All managers have the above responsibilities as well as ensuring

- Their staff are doing the above.
- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

To apply: [Click Here](#)

Closing Date: 27 May 2024 (Monday)

User Guide for Applicants at SCI: [Click Here](#)

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.

Remark: For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.