



**Vacancy Announcement (External)**  
(VA-SIDAW-HR 011/24)

<b>Job Title</b>	Health Project Manager
<b>Number of Post</b>	1 Post
<b>Department/Project</b>	Health Program
<b>Duty Station</b>	Rakhine State
<b>Grade</b>	B1
<b>Report to</b>	Executive Director
<b>Application Deadline</b>	Monday, 27 May 2024 (5:00 pm)
<b>Start Date</b>	June 3, 2024 (Monday)
<b>Duration</b>	11 months (with possible extension)

**SIDAW (Social Development Association)** is a youth-led civil society organization which was organized and founded on 12<sup>th</sup> May 2019, with the aim to empower young people in Rakhine State for social change. SIDAW works with the most vulnerable communities affected by social and economic challenges, youth, and women from the marginalized communities and of course the minority people within the state. Our vision is a peaceful and prosperous Rakhine State where all communities are empowered to thrive. Our mission is to promote sustainable livelihoods, health, well-being, and peaceful coexistence among communities in Rakhine State through community-led development initiatives. SIDAW is focused on health, peacebuilding, livelihood, and youth capacity building. SIDAW is actively implementing programs in central and northern areas of Rakhine State.

**Health Program Description**

The health program aims to deliver comprehensive primary healthcare services, including maternal and child health, sexual and reproductive health, nutrition, and mental health, to conflict-affected populations in Rakhine state. Through mobile clinics and support to local health facilities, the program ensures access to essential services in hard-to-reach areas. Additionally, it provides emergency referral support, health kits distribution, community health activities, advocacy, capacity building, health facility rehabilitation, outbreak response, and sexual and reproductive health services. Implemented in collaboration with partners, the program targets vulnerable communities, including Muslim and other ethnic groups, with the goal of improving health outcomes and resilience in conflict-affected regions.

**Position Summary**

The Health Project Manager is responsible for overseeing the planning, implementation, and monitoring of health-related initiatives within the project. Responsibilities include coordinating with stakeholders to ensure effective delivery of healthcare services, managing project budgets and resources, supervising project staff and volunteers, and ensuring compliance with relevant regulations and standards. Additionally, the position holder is responsible for conducting needs

assessments, developing project plans, and evaluating the impact of health interventions. He/ She acts as a focal point for communication between project teams, partners, and beneficiaries, advocating for the prioritization of health needs and ensuring the equitable distribution of resources. Overall, the Health Project Manager plays a pivotal role in promoting the health and well-being of the project's target populations.

### **Major Responsibilities:**

#### **Program Management**

- Lead the collaborative working with health authorities, partner organization and local CSO, CBO to ensure the project is successfully rolled out and implemented.
- Manage daily activities and planning of the team in order to ensure that activities are done according to the plan and provide technical support to the team.
- Provide technical support and organize capacity building training for the project staff and partner health staff.
- Compose monthly project and individual work plan in accordance with project deliverables.
- Assist supervisor and relevant partner organization's management staff to design and implement partnership coordination framework and action plans.
- Work closely with SIDAW's mobile team for comprehensive and quality service delivery in a collaborative approach.
- Lead and regularly organize program review meetings to monitor, reflect and track progress of project implementation status.
- Plan and develop action plans to keep the accomplishment of project activities and address the challenges proactively in coordination with implementing partners.
- Make sure the project activities are implemented abiding by the donor compliance and organization's procedures.
- Keep in touch with donors and implementing partners for prior information in case of deviation of project planning.
- Ensure that activities are implemented in line with the project proposal and the approved budget.

#### **Monitoring and Evaluation**

- Lead the monitoring and evaluation of the project outputs and the quality of activities.
- Oversight project team staffs on developing and applying follow-up monitoring tools for community volunteers and community groups.
- In coordination with M & E team to ensure quality of project M&E database and roll out project base line and evaluation survey and reporting.
- Organize and supervise periodically monitoring and supervision to the project implementation level in coordination with M&E unit and Mobile Team for comprehensive and quality service delivery.
- Lead and closely work with M & E team to develop form and formats, data collection, data keeping, data filling processes.
- Organize field supervision and monitoring visits and provide needed technical support to the team.

#### **Coordination/Communication**

- Responsible as coordination focal point among relevant health authorities and other stakeholders at township.
- Keep in touch regular communication with implementation partners, stakeholders, and authorities for project-related information sharing.

- Collaborate with operation unit to address operational risk and provide proper supplies for project implementation.
- Work on developing procurement plan for commodities and supplies according to the enact policies.

### **Reporting**

- Regular reporting to the line manager/ supervisor and donor organization regarding the progress of the project activities.
- Work closely with M&E unit ensuring data quality, management and submitting donor reports in timely manner.
- Provide regular and reliable monthly project report package and financial reports.
- Plan and manage control/authorize expenditure with approval of the Supervisor.
- Ensure to follow in accordance with financial policy and donor compliance.
- Lead in Bi-annual report and annual report to the donor together with health team and supervisor.

### **Other Responsibilities**

- Manage day-to-day logistics, administration regarding project activities support with operational department.
- Perform other responsibilities as requested by supervisors.
- Adhere to SIDAW policies and procedures.
- Represent SIDAW positively and professionally in both internal and external relations and situations.
- Participate and be responsible for other health project interventions, including emergency health humanitarian responses, as requested by supervisor.

### **Skills and Requirements:**

#### **Education**

M.B.B.S / B.Com (H) or other degree related to health disciplines.

#### **Experiences**

- At least 3-4 years of experience in setting up and managing health and wash related projects in UN/INGOs/LNGO.
- Favorable to person with experience on community-based activities in conflict affected areas.
- Familiar in working with partner organizations.
- Good communication skills and adaptable to different ethnic and religious communities.

#### **Competencies**

Strong leadership skills and team management skills. Adaptable, flexible, and mature in judgment. Good assessment, analytical, planning and reporting skills. Have ability and motivation to travel by local vehicles and work long continuous days in remote villages in Rakhine coastal regions. Respect and regard SIDAW's policy and procedures. Understanding medical ethics and patient education. Good practice on Microsoft 365.

### **Language**

Good English language skill (oral and written). Good knowledge in Rakhine is desirable.

### **Application Instructions**

Candidates should submit their application including Curriculum Vitae/Resume and a one-page Cover Letter explaining your interest in the position and why you are eligible. Applicant must also provide the contact information of TWO professional references. The deadline for submitting application and related documents (Microsoft Word or PDF Version) is by **Monday, May 27, 2024 (5:00 pm)** to [hr.sidaw@gmail.com](mailto:hr.sidaw@gmail.com).

Applications will only be accepted online and ensure to mention the applied position title “**Health Project Manager\_VA-SIDAW-HR 011/24**” in the Email subject. Application received after the closing date and time will not be considered. Only short-listed candidates will be contacted for interview. Telephone queries will not be answered.

### **SIDAW's Value**

- SIDAW 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 are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (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.
- SIDAW is an equal opportunities employer. We welcome applicants from all qualified candidates regardless of race, ethnic, origin, religion, age, gender, sexual orientation or disability.
- To improve the gender balance within the organization, qualified female candidates are strongly encouraged to apply for.