



VACANCY ANNOUNCEMENT

Job Title	Senior Project Coordinator
Department	Program
Employment status	Full time
Location	Myitkyna, Kachin State
Travel	Travel to Kachin and Shan State
Reports to	Program Director (Primary Health Care)
Reporting to this position	Program Officers

Community Partners International (CPI) is a U.S. nonprofit organization working in partnership with conflict-affected, hard-to-reach and underserved communities in Southeast Asia to expand access to quality health services and generate the resources, local capacity and coordination necessary to meet their own health, learning, and development needs. CPI’s Asian headquarters are located in Yangon, Myanmar, and the organization maintains field offices throughout Myanmar.

Primary Responsibilities

- Lead, coordinate and collaborate with Partners to provide technical assistance and training to implement Primary Health Care and Nutrition Activities for IDPs in targeted project area.
- Organize trainings and field level supports for partners under the guidance of program director.
- Work closely with program director and HSS director in planning and M&E activities to ensure the achievement of Primary Health Care projects outputs in accordance with donor guidelines and principles.
- Contribute in development, use and regular review of key project management tools for efficient and transparent project management including log frame, activity schedule, risk management matrices, etc.
- Monitor progress of project implementation, budget, workplan and achievement regularly to check whether projects are on track and report to respective Program Directors to take timely action.
- Provide guidance, supports and monitor project officers in implementing of nutrition and primary health care activities with partners in targeted areas.
- Works closely and coordinate across program teams, research unit as well as program support
- units such as Finance, Procurement and HR as necessary to ensure the assigned project is
- operating in efficient and effective in manner.
- Assist respective area program coordinator and program directors to develop and monitor the project budget and preparation of costed work plans.
- Establish, strengthen and sustain the good relationships/coordination with concerning implementing partners, local authorities and other relevant organizations

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Regular Responsibilities

- Together with Program team and Finance team, review all financial reports submitted by CPI partners for necessary follow-up.
- Prepare monthly progress report of assigned projects to Program Director (PHC).
- Work Area Program Coordinator and Program Directors together with project teams for donor reporting.
- Provide inputs to Area Program Director and Head of Program for the new partners and their programs on organization's information, program design etc.,
- Conduct program monitoring together with program and finance teams to ensure quality of the projects
- Any other tasks as necessary assigned by Program Director.

Partner Support

- Work with program team to organize trainings for partner organizations and to strengthen the system in the areas of program management, health care management and M&E etc...

Capacity Building and Supporting other Staff

- Prepare/develop training manual/handbook for CPI Programs together with program team.
- Provide technical support to Program Officers as required.

Operations and Administration

- Take the lead on information gathering about new projects by visiting potential partners to collect information
- Coordinate with and advocacy to relevant Government authorities and other international and local organizations

Organization Representation

- Represent CPI in local and international meetings

ESSENTIAL SKILLS

- University degree in Public Health or related field (MPH preferred)
- Minimum 5 years' practical experience in health projects/similar position in an international organization
- Fluent in written and spoken English and Burmese (preferable)
- Proven good report writing skills
- Proven experiences and strong knowledge on malaria project
- Demonstrated skills in health worker training, planning, monitoring and evaluation.
- Ability to establish good working relationships with colleagues and stakeholders with different cultural backgrounds
- Self-motivated and ability to work independently as well as being part of a team
- Highly organized and able to work to deadlines
- Accurate and good eye for detail
- Confident and cooperative, even under pressure
- Ability to quickly develop a strong understanding of the local cultural and political context

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No.81 University Avenue Road, Shwe Taung Gyar Ward (1), Bahan Township, Yangon, Myanmar

Tel. +95 (0)1 525 729 / 523 356 Email: info@cpintl.org Web: www.cpintl.org

Community Partners International (CPI) is a U.S. registered 501(c)(3) nonprofit organization rated the full 4-stars by Charity Navigator.



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and be able to motivate others and work successfully within these contexts

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an **Application Letter, Curriculum Vitae** to:

Community Partners International
No. (81), University Avenue Road,
Shwe Taung Gyar Ward (1), Bahan Township,
Yangon.

Ph: 01 525729/ 523356

OR

Email: hr.project@cpintl.org

- The closing date for application is 17:00pm, **(11-Jan-2019, Friday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.
- Candidates are required to declare in advance should there be any relative or family member currently employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position is contingent upon successful award of the project and final approval by the donor.

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