Woisa Development Foundation (Woisa) is a non-profit local initiative institute dedicated to ending health poverty and promoting community-based social cohesion by empowering the vulnerable and marginalized people, particularly people who use drugs, women and girls living in conflict-affected areas, through integrated community-led harm reduction and SRHR interventions, including humanitarian assistance and livelihood support. Woisa has more than 16 years of experience working with diverse groups of community and local stakeholders in these areas of intervention in Kachin State.

The core values of our work are embedded in the concepts of Integration, Empowerment, Dignity, and Innovation. These values have become a driving force for Woisa while upholding the principle of working independently from all religious, profitable, and political objectives. Woisa is currently looking for a highly motivated candidate to lead the program teams and provide overall project support, in collaboration with the existing partners and local initiative groups.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Program Coordinator</th>
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<tbody>
<tr>
<td>No of Post</td>
<td>1</td>
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<tr>
<td>Report to</td>
<td>Organization’s Head</td>
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<tr>
<td>Duty Station</td>
<td>Myitkyina</td>
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<td>Employment Status</td>
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<tr>
<td>Job Grade</td>
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<tr>
<td>Application Deadline</td>
<td>March 15, 2024, 5:00 PM (Local Time)</td>
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<tr>
<td>Start Date</td>
<td>As soon as possible</td>
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**Job Overview**

Under the direct supervision of the Head of the Organization, the Program Coordinator will closely work with a diverse group of project teams and be responsible for taking the lead in proposal writing, program planning, implementation, management and reporting to ensure the overall program performance to be in line with the strategic objectives and donor’s requirements. Additionally, this position will provide him/her with a unique opportunity to take part in the Senior Management Team for organizational management.

**Key Responsibilities**

- Initiate program development and prepare a proposal together with the project teams in consultation with targeted communities, partners and local initiative groups.
• Establish and maintain good communication and working relationship with targeted communities and concerned stakeholders, including donors and other service providers for an effective project operation.
• Collaborate with partnered organizations and provide technical support as necessary, particularly in HIV, Harm Reduction, TB, SRHR and MNCH.
• Provide technical support and oversee project management teams to ensure project performance.
• Ensure project contracts and donor requirements are followed at all levels of project operation.

Planning and Program Support
• Prepare an annual work plan in a thorough discussion with the program teams, and organize review workshops (half-year & annual) to see the progress and challenges of the program.
• Oversee program work plan and MEAL plan, and ensure the program data are well documented at different levels of implementation.
• Organise a stakeholder meeting and participate in advocacy activities.
• Monitor the quality of the process, approach, and methodology used in the program to be in line with the logical framework and set indicators, in order to achieve the desired outcomes in a timely manner.
• Support open communication and learning as much as possible within the program teams through case studies and action research.

Administration and Financial Responsibilities
• Provide coaching and mentoring support to staff and create a good working environment within the program teams following the gender and culture-sensitive approach.
• Identify skills needed by program staff and arrange necessary training in collaboration with HR and the training coordinator.
• Oversee the financial status of the program with the Finance Manager regularly and make sure that the program budget is used accordingly.
• Ensure the program’s intervention strategies and the organization’s policies and procedures are thoroughly understood and followed by all the program staff.

Reporting
• Review the project progress reports (quarterly/six-monthly) prepared by the project coordinators and share them with donors once the reports are finalized and approved.
• Provide technical support in developing a reporting mechanism linking to a MEAL system.
• Prepare an annual report in consultation with the program teams and share it with the internal and external stakeholders once it is finalized.
- Ensure the project progress reports and publications are of high quality and produced in a timely manner with agreed deadlines as per contractual obligations.

**Professional and Personal Requirements**

- Health professional with a minimum of 3 years of experience working for the communities in HIV, Harm Reduction, TB, SRHR and MNCH, preferably a postgraduate degree in health-related areas or any social sciences fields.
- Candidates with no health professional background but have a minimum of 5 years of working experience in these fields with a postgraduate degree in health-related areas or social sciences fields are also encouraged to apply.
- Proven working experience in the field of program management with complexities in multi-donors/partners.
- Highly motivated and committed to public health and community development work.
- Ability to work in multicultural with diverse ethnic, religious, and institutional contexts.
- Ability to cope with pressure and change, and work on own initiative with strong attention to detail and consistency.
- High computer proficiency in Microsoft Office and other virtual platforms and monitoring tools.
- Fluency in written and spoken English and Myanmar (the ability to speak one of the local languages in Kachin is a plus)
- Demonstrate a high degree of professionalism and integrity.
- Good leadership, management and team-building skill.

**How to Apply**

Qualified and interested candidates should submit an application letter, including a Cover Letter, with a full CV detailing your experience, expected salary, knowledge and skill via email to woisa.hr.recruitment@gmail.com by the deadline mentioned above. Please include the names and contact details of two referees and other documents if any.

**Note:** Please do not enclose any original documents with your application, as they will not be returned to you. Only short-listed candidates will be contacted for the interview. Applications received after the closing date and time will not be considered. Reference and background checks will be performed for successful applicants.

Woisa has a zero-tolerance policy toward Sexual Exploitation and Abuse (SEA) and upholds a principle that protecting from SEA is everyone’s responsibility. In addition to mandatory training, all staff are required to adhere to Woisa’s Code of Conduct 24/7 and sign the PSEA and Child Safeguarding Policy.