



SOLIDARITES INTERNATIONAL IS HIRING: 2 Program Officers

Place of contract: Yangon or/and Central Myanmar

Starting date: As soon as possible

Duration: 3 months

Program: WASH

Deadline for submitting applications: 23rd April 2025 at 5:00 pm Myanmar Time

MAIN TASKS	QUALIFICATION
<p><u>General:</u> The program officer supports the deputy program manager in monitoring project implementation according to workplan and make sure various minimum standards are respected by the local partner. S/he is responsible for the follow-up on the activities plan and compare the data which is received from local partner.</p> <p>With the support of his/her line manager and technical support from coordination, s/he ensures accountability towards donor and beneficiaries during the implementation by local partner.</p> <p>S/he works in close collaboration with Local NGOs executive management, support and program departments and reports to his/her line manager to verify and validate the quality and compliance of Local NGOs program reporting.</p> <p><u>Main tasks:</u></p> <p>PROGRAM:</p> <ul style="list-style-type: none"> Follow up on partner's activities and make sure they are implemented following the validated work plan and according to the different standards and donor requirements i.e. Humanitarian principles, CHS (Core Humanitarian Standard), and any other relevant references. Collect & check accountability documents from partners and share with Coordination Office (such as distribution paper, photo, donation certificates, handover certificate etc.) according to compliance process (check list) and guidance from technical department in Coordination Office (Log, fin, Hr, ...) Collect accurate data at community level and conduct different assessments and surveys based on the needs. Monitor and analysis the data which is received from the local partners. Collect the data through local community level and provide the monitoring feedback to the line manager Make a comparison of the data which is received from the MEAL department. With the support of line Manager, ensures the documentations and uploading on SI portal of lessons learned, SoPs, ToRs, processes, operational and advocacy strategy, methods and techniques and the experiences acquired by the partnership. 	<p>MANDATORY</p> <ul style="list-style-type: none"> Bachelor's degree Good knowledge about hygiene/water/sanitation Previous experience in sensitization / similar position Previous experience with an INGO Experience in survey / distribution Strong humanitarian commitment Quality: dynamic, autonomous, take initiative Flexible, reactive, trustful and calm under pressure Strong coordination and Communication Skills Filed visit to the intervention area Computer skills: Microsoft Office <p>OPTIONAL</p> <ul style="list-style-type: none"> Experience in emergency response Experience in compliance and feedback mechanism Experience working with local partners <p>IF YOU ARE INTERESTED</p> <ol style="list-style-type: none"> Submit your application with a resume and cover letter to to SOLIDARITES INTERNATIONAL office at No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar or by email to yan.recruitment@solidarites-myanmar.org. A short list of selected candidates will be called for interviews. Final selected applicants will be called to start the hiring process.



- Supports the line manager to prepare key lesson learn exercises that include the experience of partners to improve programming afterward.
- Follows up of reporting cycle of partner monthly program report
- Follows-up on a monthly basis all partnerships agreement
- Assists in the elaboration of new partnership agreement
- Eventually ensure spot-check visits to activities as per the technical guidance & ToR prepared by coordination.
- Check partner monthly finance reporting and ensure follow up with Local NGOs
- Verify compliance of quality partner program activities, as defined in the partnership agreement on a monthly basis, in close collaboration with local Partner Program team.
- Reports to Deputy Program Manager any alerts concerning Local NGOs Program activities implementation.

Representative tasks :

- Participating in coordination meetings held by local partner
- Participate in internal and external training when requested by line manager
- Participate in any internal and external audits
- Draft Minutes of Meeting of relevant meetings and send it to the line manager
- Establishes and maintains good relations with partners, local authorities, communities, etc., and follows activities implemented by the other organizations (international and local partners) and reports to his/her Line Manager to avoid overlapping

Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud. Solidarites International expects full commitment of its employees with SI Charter, and the Code of Conduct including PSEA policy.