



Vacancy Announcement

Job Title	Program Coordinator (HIV/ TB)
Employment status	Full time
Number of Position	1
Location	Yangon, Myanmar
Travel	Up to 50% of work time (travel to project areas in Myanmar)
Reports to	Program Manager (HIV/TB)
Reporting to this position	Nil

Community Partners Myanmar (CPM) is a local community-based non-government organization, established in January 2012. CPM works together with local organizations to increase their capacity to deliver essential health, development, social, and humanitarian assistance services in Myanmar. CPM has nearly 10 years of experience in building the skills and resources of local partners (including faith-based organizations, local NGOs, community-based organizations, and ethnic health organizations). Currently, CPM is working together with Community-Based Organizations (CBOs) and Civil Society Organizations (CSOs) for delivering primary health care services, education, livelihood, and community development services in sub-urban areas and remote areas.

CPM is looking for a qualified candidate to support the program and partnership management of the HIV/TB project. The Program Coordinator (HIV/ TB) will work closely with the program team and Program Manager (HIV/TB) to ensure that all the activities implemented are in timeline and donor requirements. This is a unique opportunity to gain valuable experience and provide technical and strategic support for HIV/AIDS and TB prevention and care projects in Myanmar.

Primary Responsibilities

- Collaborate and communicate effectively with partners and relevant organizations to facilitate the execution of HIV/TB-related initiatives, offering necessary technical and administrative assistance to partner organizations.
- Foster and maintain strong relationships with partners, local stakeholders, and other relevant organizations, ensuring efficient coordination.
- Assist partners in devising work plans and executing project activities targeted at Key Populations and TB risk populations in high burden areas.
- Evaluate and revise HIV/TB technical recommendations as needed, and prepare concise briefs outlining the rationale. Apply these recommendations during the review of implementing partners' proposed concept notes and work plans.
- Monitor partner organizations to ensure adherence to the agreed-upon technical plan and effective implementation.

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- Manage the budget allocated to partner activities and provide regular updates to the supervisor regarding any concerns.

Regular Responsibilities

- Participate in the planning, implementation, monitoring, and evaluation of HIV/TB activities carried out by partner organizations.
- Collect and review monthly reports from partners, providing prompt feedback and necessary guidance with minimal supervision.
- Collaborate with the Program Manager and program team to prepare comprehensive donor reports on HIV/TB activities.
- Evaluate needs and conduct regular site visits to assess the requirements and provide training based on the observations made during the visits.
- Assist the program manager for the overall management of ART team.
- Perform additional tasks as assigned by the program manager.

Program Support

- Enhance the capacity of local partners to ensure successful implementation of the program
- Provide training to HIV/TB related health workers from partner organizations
- Coordinate and support the development and implementation of a cohesive plan for supporting program activities at each partner organization
- Support the OCD Officer for each partner organization's OCD plan

Operations and Administration

- Promote inter-organizational coordination and data sharing
 - Create and maintain a team spirit of mutual collaboration and respect with due regard to gender and cultural sensitivities
 - Deliver opinions for the improvement of CPM organizational development
 - Create and maintain linkages with international and domestic agencies working on health in Myanmar
- Organize workshops and meetings with the local authority and health departments as required

Essential Skills

- Health professional with minimum 3 years practical experience in harm reduction, HIV/ TB prevention, and care, key population-related health projects/similar position in an international &/or local organization
- Demonstrated working experience (including grant management aspect) in HIV and TB prevention and care in Myanmar

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- Ability to use Microsoft package and have knowledge with other Virtual and monitoring tools
- Fluent in written and spoken English and Burmese
- Good communication and facilitation skills
- Experience of working in a multicultural, low-resource setting
- Ability to establish priorities in a time-sensitive environment and meet deadlines with strong attention to consistency, detail, and quality
- Comfortable working with a variety of partners and navigating complex relationships

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to: **Email: hr@cpmyanmar.org**

- The closing date for application is **5:00 pm, (5 July 2024, Friday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- CPM is an Equal Opportunity Employer and considers all applicants based on 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 CPM. 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 are contingent upon successful award of the project and final approval by the donor