



## Job Advertisement for Program Coordinator

**Woisa Development Foundation** 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 health response and humanitarian assistance. 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.

<b>Position Title</b>	Program Coordinator
<b>No of Post</b>	1
<b>Duty Station</b>	Myitkyina
<b>Employment Status</b>	Full-time
<b>Job Grade</b>	F
<b>Application Deadline</b>	May 30, 2025
<b>Start Date</b>	As soon as possible

**Important Note:** *Woisa may conduct interviews on a rolling basis as suitable applicants are found. Therefore, we encourage you to apply as quickly as possible.*

### Job Overview

The Program Coordinator will work closely with a diverse group of project teams and will be responsible for taking the lead in proposal writing, program planning, implementation, management, and reporting to ensure overall program performance aligns with strategic objectives and donor requirements. Additionally, he or she shall maintain strong collaboration and coordination with Woisa's like-minded partners and the community for program sustainability.

### 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 relationships with targeted communities and concerned stakeholders, including donors and other service providers, to ensure an effective project operation.
- Collaborate with partnered organizations and provide technical support as necessary, particularly in HIV, TB, GBV, 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 a comprehensive annual work plan in thorough discussions with the program teams, and organize review workshops (half-yearly and annually) to evaluate the program's progress and challenges.
- Oversee the program work plan and MEAL plan, ensuring that the program data is well documented at various 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 align with the logical framework and established indicators, ensuring the timely achievement of desired outcomes.
- 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 a gender and culture-sensitive approach.
- Identify the skills required by program staff and coordinate necessary training in collaboration with HR and the training coordinator.
- Regularly monitor the financial status of the program with the Finance Manager and Operations Coordinator and ensure that the program budget is utilised appropriately.
- Ensure that all program staff thoroughly understand and follow the program's intervention strategies, along with the organization's policies and procedures.

### **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

- Candidates with a minimum of 5 years of working experience in these fields, and having a postgraduate degree in health-related areas or social sciences fields, is a plus.
- Proven working experience in the field of program management with complexities in multi-donor/partner environments.
- Highly motivated and committed to public health and community development work.
- Ability to work in a multicultural environment 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 skills.

### 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 skills via email to [woisa.hr.recruitment@gmail.com](mailto:woisa.hr.recruitment@gmail.com) by the above deadline. Please include the names and contact details of three referees and any 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 the principle that protection from SEA is everyone's responsibility. In addition to mandatory training, all staff must adhere to Woisa's Code of Conduct 24/7 and sign the PSEA and Child Safeguarding Policy.