



PH-Japan
Authorized Non-Profit Organization

JOB ANNOUNCEMENT

PH-Japan (Peoples' Hope Japan) is an International Non-Government Organization (INGO), which was established in 1997. PH-Japan works in East Asian countries in order to improve the health status in those countries.

Since 2014, PH-Japan has been implementing a **Maternal and Child Health** project at the community level in the township in Nay Pyi Taw. PH-Japan is implementing a project to improve the health of mothers and newborns by ensuring safe pregnancy and childbirth for pregnant women, and appropriate care for newborns through the health system strengthening in communities in Lewe Township.

PH-Japan is currently seeking qualified Myanmar national to work as a **Project Coordinator** in our project.

Job Title : Project Coordinator

Number of opening: 1

Office Location : Nay Pyi Taw

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Contract Period : eleven months, Estimating of Joining date (1st August 2024) with the possibility of extension.

Deadline :18th July 2024

Probation period : three months

Working time : 8:00 AM to 4:30 PM (12:00 PM to 13:00 PM is lunch hour)

Day off : Saturday, Sunday and Gazetted Holiday

Job Description: Project Coordinator

Position Overview:

The Project Coordinator will work closely with the Country Director of the PH-Japan Myanmar Office to ensure the full implementation of the program. This role involves



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strategic planning, preparing proposals, monitoring budgets, drafting program plans, contributing to monitoring and evaluation, reporting on activities and achievements, and coordinating with various health authorities. The Project Coordinator will also supervise Project Officers, maintain positive working relations with stakeholders, and ensure the smooth running of project activities.

Key Responsibilities:

Project Implementation:

- Collaborate with the Country Director to ensure the effective implementation of project activities.
- Contribute to project management by monitoring budgets, drafting program plans, and ensuring adherence to project timelines.
- Assist in the development and implementation of strategies for monitoring and evaluating project outcomes.
- Engage in strategic planning to align project activities with organizational goals and health sector priorities.

Proposal Preparation:

- Prepare project proposals in collaboration with the Country Director and other stakeholders.
- Develop comprehensive project plans, including objectives, timelines, budgets, and resource allocation.
- Identify funding opportunities and contribute to the preparation of grant applications and funding proposals.

Coordination and Communication:

- Coordinate with implementation partners and community leaders.
- Maintain positive working relations with stakeholders.
- Act as the primary liaison between the Country Director, implementing partners, community members, and other stakeholders.

Supervision and Reporting:



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- Supervise Project Officers and review their reports to ensure qualitative and quantitative information is accurately reported.
- Troubleshoot issues reported by Project Officers and take necessary action as required.
- Prepare timely and quality project progress and implementation reports for submission to concerned ministries and regional health departments.

Administrative Duties:

- Prepare and modify documents such as INGO Registration documents, and Donation Agreement Letters on behalf of the Country Director.
- Organize meetings and monitoring and evaluation (M&E) workshops with counterparts to share project activity plans and achievements.
- Interpret on-site for the Country Director and international visitors as needed.

Field Activities:

- Conduct field visits to supervise and support health service providers in implementing project activities.
- Provide on-site assistance and troubleshooting during field activities to ensure successful implementation.

Monitoring and Evaluation:

- Develop and implement mechanisms for monitoring and evaluating the effectiveness of project activities.
- Collect feedback from stakeholders and participants to assess the quality and impact of the project.
- Prepare reports on project activities, outcomes, and recommendations for future improvements.

Other Responsibilities:

- Ensure compliance with organizational policies and procedures in all project activities.
- Facilitate effective communication and collaboration among stakeholders, training institutions, and trainees.



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- **Assist in designing and developing project-related training curricula and materials in collaboration with subject matter experts.**

Qualifications:

Education:

- **Bachelor's degree in Public Health, Project Management, or a related field. A Master's degree is preferred.**

Experience:

- **At least 5 years of experience in project coordination, preferably in the healthcare sector.**

Skills and Attributes:

Essential Skills:

- **Excellent organizational and project management skills.**
- **Strong communication and interpersonal abilities.**
- **Proficiency in Microsoft Office Suite and other relevant software.**
- **Ability to work independently and as part of a team.**
- **Familiarity with monitoring and evaluation methodologies.**
- **Good oral and written English.**

Preferred Attributes:

- **Knowledge of maternal and child health practices.**
- **Experience working with health authorities and local health service providers.**
- **Ability to handle multiple tasks and work under pressure.**
- **Willingness to travel frequently to project sites.**



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- **Independent, reliable, and self-motivated.**
- **Open to diversity and different cultures.**

If you are interested in applying for this position, please send a curriculum vitae, a motivation letter, and the names and contact information of two references, in English, to phjmyanmaroffice@gmail.com.

Only short-listed candidates are contacted for an interview.

Contact person: Than Than Sint (Finance & Administrative Officer)

Tel: 09-260 277 013, 09- 797 665 405

E-mail: phjmyanmaroffice@gmail.com

Address: Room No 208, The Hotel Amara, No.11, Yarza Thingaha Road, Hotel Zone, Nay Pyi Taw, Union of Myanmar