



**Project Coordinator**

**Date: 29<sup>th</sup> April 2025**

We are currently recruiting a Project Coordinator position, directly reporting to Senior Program Coordinator.

**This position is based in Taunggyi, Southern Shan Stat and 40% travel to project areas.**

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

#### **About Relief International**

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

#### **Main purpose of the role**

Under the direct supervision of Senior Program Coordinator, the Project Coordinator provides necessary assistance to ensure the development and implementation of Health program through strong leadership, and good coordination and collaboration with relevant stakeholders, other implementing agencies, community-based organizations from targeted townships.

#### **Key Responsibilities**

##### **Accountability and Complexity**

- Responsible for the successful implementation of assigned health project in Shan State
- Responsible for implementation of health system strengthening at targeted areas.
- Responsible of strengthening partners who are working together in Health and humanitarian response projects at targeted areas.
- Represent Relief International in networking and coordination with INGO/LNGO, CBOs, CSOs and other community actors.
- Ensure good networking and coordination with partners and donors including Health Departments, by working closely with Senior program coordinator
- Act as technical focal for the assigned project in collaboration with both local organizations and donor's technical focals of donor agencies
- Responsible for drafting good programmatic and financial reports according to internal reporting guideline and donor requirements
- Responsible for sound operation of assigned project

#### **Specific Responsibilities:**

##### **Project Management**

- Provide programmatic support to partners and project team members to ensure completion and quality of the project in target areas

- Act as a technical lead by coordinating with the technical focal of funding/ external agencies and partner organization in planning, coordination and implementation of project work plan
- Ensure project and partner staff are equipped with necessary technical skills in delivering project's work plans
- Participate in preparation and submission of program mobilization tools comprised of HR plan, procurement plan, budget projections to Senior program coordinator/ Deputy Program Manager and other concerned internal departments
- Responsible for strengthening partners logistics system by working closely with project's logistics focal, external consultant and partner staff, ensuring proper set-up for storage of medicines and commodities, required quantities are properly stocked, and practices of good storage and distribution practices are in place
- Closely supervise program team and provide guidance in day to day operation
- Represent RI at technical working groups and clusters, as primary focal of the project
- Conduct field visit or joint visits eventually to support implementation of partners and ensure quality implementation, proper recording and reporting

### **Financial/ Budget management**

- Check and verify the documents and ensure all of the expenditures are within project approved timeframe, budget/activity plan, and align with defined internal controls
- Provide monthly cash request to finance department based on the detailed implementation plan
- Draft budget and technical narrative of partners together with Senior program coordinator/ Deputy program manager during proposal development and amendment exercises
- Prepare documents for seeking informed approval from the donor/ fund management organizations if there will be any variances or requirement on the track of the implementation
- Monitor the budget expenditure of RI and partners regularly and take immediate action as necessary by collaborating with finance and other relevant departments
- Act as a dedicated budgeted holder if Senior program coordinator is on leave or out-of-office, as per the request

### **HR Management**

- Ensure all staff of under direct supervision are being provided constructive feedbacks on their performance
- Certify all of the field travels of the staff are secured and well-prepared to respond the unexpected circumstances on spot
- Direct or assist in completion of day-to-day tasks and in coordination/ cooperation with other project team members
- Ensure a good team has been built and play their roles smoothly in project implementation
- Participate in hiring and orientating new team members as necessary
- Perform probation appraisal and annual performance evaluation for the supervisees on time as per set internal guidelines
- Seek necessary advice from Senior program coordinator and the next supervisors for HR management related concerns as relevant
- Built-up a culture of continuous learning among team members at the work place
- Seek suitable opportunities in capacity building for the sub-ordinates in work-scope related knowledge and for their professional development

### **Partnership management & Networking**

- Together with Senior Program Coordinator/ Deputy Programme Manager, lead partnership management; project designing, detailed activity planning and development, budget development, and track the progress to provide necessary inputs

- Regularly contact with partners to provide updates on the project implementation and keep on the same track in reaching set objectives
- Provide feedback on the partner's reports; technical narrative, financial, database and supporting document after verification and cross-checking
- Represent RI with respective partners in meeting, training and joint activities as per assignment of Senior program coordinator/Deputy Program Manager
- Guide project team members in networking, coordination and representation at various meetings, or engagement with key stakeholders to maintain good relations

### **Reporting**

- Assist the Senior Program Coordinator/ Deputy Program Manager to prepare periodic and ad-hoc reports to donor or fund management organizations
- Ensure all the programmatic data are being recorded and reported by partners in timely manner on the defined platforms
- Analyze the reported data monthly/ quarterly and take immediate action by discussing with technical/ program lead of respective partners
- Coordinate with MEAL team for the analysis and verification of partners' reports and assure good quality
- Collect and compile project's data regularly and share updates with Senior Program Coordinator/ Deputy Program Manager, including case studies and success stories.

### **General**

- Be flexible and be able to provide assistance with different activities not included in this primary job description

### **Behavior and conduct**

- Uphold and promote RI's Code of Conduct and safeguarding policies both within and outside of work.
- Demonstrate integrity, professionalism, inclusivity, and respect in all professional interactions.
- Adapt to working in resource limitation while ensuring MEAL implementation remains effective.

### **Management and leadership:**

- Ensure that MEAL team members adhere to RI's Code of Conduct and safeguarding policies.
- Foster a culture of accountability, equity, and transparency within the team.
- Ensure that all MEAL activities and team actions do not compromise the safety and well-being of RI staff or the communities served.
- Embed safeguarding principles into MEAL practices and establish systems for confidential reporting of concerns.

### **About You**

You will bring the following experience and skills

- A university degree is required in Public Health/ Community Health or Clinical medicine
- Professional work experience in development/ emergency humanitarian project and experience in similar project with project management/ leading role is preferred
- Work experience managing partnership projects, working in resource-limited settings, monitoring and evaluating supply chains, and risk management will be an asset.
- Knowledge and experience with data collection, data management analysis and reporting are essential.
- Know how to maintain good relations with local partners;
- Be a team player;
- Ability to work in a multicultural environment;

- Have the ability to communicate and train.

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**How to apply :** To apply for this post, click on the "[link](#)" button in the job advert page and send to [hrrmm@ri.org](mailto:hrrmm@ri.org), quoting "Project Coordinator, Taunggyi" in the subject line. **Closing date: 13<sup>th</sup> May 2025**

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page; three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.