

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for **Project Coordinator** position based in Sittwe, Rakhine State. Please see the following detailed information.

**SAVE THE CHILDREN INTERNATIONAL**  
**VACANCY ANNOUNCEMENT**  
*(FOR MYANMAR NATIONAL ONLY)*  
**ROLE PROFILE**

<b>TITLE: Project Coordinator</b>	
<b>TEAM/PROGRAMME:</b> Health & Nutrition Program	<b>LOCATION:</b> Sittwe, Rakhine State
<b>Number of Position:</b> 1 <b>GRADE:</b> NAT 3	<b>CONTRACT LENGTH:</b> Fixed Term
<b>CHILD SAFEGUARDING</b>	
Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the vetting process staff.	
<b>ROLE PURPOSE</b>	
To support the partners in providing essential primary health care services including life-saving first aid care through mobile/ static clinic, training related to mobile clinic team members to have quality health care services including volunteers and tele-consultation or face-to-face health care services that depend on the job requirement. The post holder will also need to work together with SCI other sectors for integrated humanitarian response in effected area.	
<b>SCOPE OF ROLE:</b>	
Reports to : Program Manager – Health & Nutrition Staff reporting to this post: Partner Financial Approval: Travel: Expected to travel to project sites in assigned areas Role Dimensions: Regular contact of basic factual information • Regular contact of detailed explanations of policy, regulations, programs, services and representation of SCI at the local level or with mid-level counterparts	



## KEY AREAS OF ACCOUNTABILITY

### Program Implementation:

- Leading the partner in community based health services and emergency PHC mobile/ static response in assigned area and take the responsibility of an overall implementation of the response
- Support day-to-day operation of the partner in accordance with SOPs and Guidelines
- Support the partner in providing essential primary health care services including maternal and child health, family planning, and nutrition services in the implementing areas
- Provide technical guidance to the partner to carry out quality health care services
- Coordinate with other stakeholders and different actors of emergency response; and participate in relevant meetings as the local representative of SCI or the project

### Planning, Monitoring and Evaluation:

- Support the partner in preparing detailed monthly plan of actions and budget in line with the program design and submit to PM (H&N) and APM timely
- Regularly monitor the project activities including core indicators, medical stock, IEC
- Make sure the recording of detailed, accurate project data according to the project logframe and submit periodic project reports including Sit-Reps on time to the line manager and relevant stakeholders
- Participate in project monitoring and evaluation as key personnel and lead presentation of project achievements

### Reporting:

- Support the partner in preparing narrative report and prepare the report in the quality and timely manner
- Support the partner and supervisor in human interest stories for advocacy purpose

### Financial Management:

- Act as the sub-delegated budget holder of the project for emergency response and authorize procurement request and payments according to the SCI Financial Scheme of Delegation
- Prepare Budget versus Absorption (project expenditure) analysis and present to the PM and APM regularly at least once a month or upon request.
- Participate in budget review meeting regularly held at the Area Office level and present project expenditures, variances and provide justifications.
- Participate in project close-out (planning and execution)

### Others

- Coordinate with other SCI sectors and area lead for the successful execution of all program and operational requirements of the partner
- Perform other duties assigned by the supervisor and/or next level line manager

### Child Safeguarding:

- Create and maintain a managerial and operational environment where the Child Safeguarding Policy is effectively implemented.
- Ensure that mobile team is providing all beneficiaries of the programme with ongoing, age appropriate verbal or written information in relevant languages about Save the Children's

### Child Safeguarding Policy and Code of Conduct

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk)
- Be vigilant about observing possible child abuse/harm in their personal and professional lives



## BEHAVIOURS (Values in Practice)

### Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

### Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

### Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

### Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

### Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity
- Always acts in the best interests of children

## PERSON SPECIFICATION

- Medical doctor (M.B.B.S)
- At least 4 year overall working experience and (1 year of experience on primary health care, maternal and child health and nutrition)
- service provision preferable;
- Experiences on partnership management, project management, financial and budget management, and people management will be an added advantage;
- Willingness to travel in remote areas and villages within assigned areas in difficult Circumstances
- Communication and Technical Skills
- Excellent / Strong / Good English communication skills, both written and verbal
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- Excellent / Strong / Good/Relevant Significant people management skills/experience and proven ability to create an environment which encourages team-working and motivates a team across various geographical areas.

### General:

- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**All staff has an obligation and a responsibility to:**

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

**All managers have the above responsibilities as well as ensuring**

- Their staff are doing the above.
- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

[Click here To Apply](#)

**Closing Date : 10 July 2024 (Wednesday), 5:30 PM**

User Guide for Applicants at SCI >> [Click here](#)

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.

