



KAREN ETHNIC HEALTH ORGANIZATION CONSORTIUM (KEHOC)

ကညီကလံာ်န့ၣ်ဆုၣ်ချ့ဝဲကျိၤတဖၣ် ဟံၣ်ဖျိၣ်ကရၢ

ကရၢၣ်တိုၣ်းရၢၣ်းသားကျိၣ်းမာၤရးပူးပေါင်းအဖွဲ့အစည်း

Ward No. 5, Kauk-Kyait Village,

Mawlamyine – Pa-an Highway, Pa-an, Karen State

Office Phone - (+95) 9252 779 462

VACANCY ANNOUNCEMENT

1. JOB DETAILS:

Position	: Project Coordinator
Number of Position	: 1 Post
Reports Directly to	: Program Manager
Supervisee	: None
Duty Station	: Pa-an, Karen State

2. PRIMARY PURPOSE OF THE POSITION

JOB SUMMARY: The Project Coordinator will lead the implementation and management of initiatives related to the Early Warning and Response System (EWARS) for infectious diseases such as dengue, malaria, and other climate-sensitive or vector-borne diseases. This role involves coordinating surveillance activities, data analysis, and outbreak response efforts, ensuring alignment with public health guidelines. The coordinator will collaborate with stakeholders like the local authorities and local partners to strengthen outbreak preparedness and response.

3. KEY RESPONSIBILITIES:

3.1 Project Coordination & Management

- Oversee the implementation of EWARS tools, including data collection, calibration, and validation processes.
- Develop work plans, timelines, and budgets in collaboration with the supervisor/project Manager.
- Prepare technical reports, publications, and presentations for stakeholders and funding agencies.
- Coordinate daily operations, ensuring activities meet project objectives

- Manage project budget and resources effectively
- Prepare comprehensive reports (monthly, quarterly, annual) on project activities, achievements, and challenges of the project.
- Oversee procurement processes to ensure the acquisition of necessary supplies and materials.
- Liaise and build relationships with local communities, government agencies, NGOs, and another inter-project / intra-project.

3.2 Capacity Building & Training

- Train health workers and VTHC staff on EWARS protocols, outbreak detection, and response strategies.

3.3 Emergency Response

- Deploy EWARS-in-a-box kits in crisis settings (e.g., post-disaster or conflict zones) to enable rapid disease detection

3.4 Other

- Perform other tasks as assigned by the supervisor.
- This Job description may be updated or modified as needed.

Other related duties as assigned by the Senior Executive Officer of KEHOC.

4. EDUCATIONAL BACKGROUND AND QUALIFICATIONS:

- Bachelor degree with health background or a related field.
- 2+ years in public health surveillance, outbreak response, or vector-borne disease management.
- Experience in project management, grant reporting, and multi-stakeholder coordination.
- Strong communication and organizational skills.
- Good understanding of the context, including health service provision in the assigned area.
- Fluency in English, Proficiency in Karen ethnic languages is preferable.
- Respecting and Promoting Individual and Cultural Differences.
- A good team player and good personal skill (honest, trustworthy, flexible and respectful) to coworkers and organizations.

Application Process:

Interested candidates should address the application to **Admin and HR Coordinator**, Ward No.5, Kauk-Kyait Village, Mawlamyine – Pa-an Highway, Pa-an or hr.kehoc@gmail.com with his/her complete **Curriculum vitae (CV)**, **two recommendation letters**, a photo taken within last three months, **NRC copy**, copy of certificate(s) and additional training attended.

Deadline of Application

The all-complete application should arrive by **30th April 2025**.

Only short-listed candidates will be contacted for interview.

The Karen Ethnic Health Organization Consortium has a zero-tolerance for the Prevention of Sexual Exploitation, Abuse, and Harassment of beneficiaries. Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) is everyone's responsibility, and all employees are required to adhere to the Code of Conduct, which enshrines the principles of PSEAH, at all times (both during work hours and outside work hours). The Karen Ethnic Health Organization Consortium is also committed to safeguarding children and has a zero-tolerance policy for any form of child Exploitation, Violation, Abuse, and Neglect (EVAN). Familiarization with and adherence to the Code of Conduct is an essential requirement of all staff.