



VACANCY RE-ANNOUNCEMENT

Job Title	Program Officer (Senior Level considered for highly qualified candidate)
Employment status	Full time
Number of Position	1
Location	Yangon
Travel	As assigned by the supervisor
Reports to	Program Manager (HIV/TB)
Reporting to this position	2 Project Assistants and Partners' focal

Mate Swe Sitt - Community Alliance Initiatives (CAI) (Former Community Partners Myanmar) is a local community-based non-government organization, established in 2012 dedicated to empowering local communities in Myanmar. CAI provides essential health, education and social development services through a mix of direct action and strategic partnerships with local actors. For over a decade, CAI has honed its expertise in cultivating equitable partnerships that strengthen the collective ability of local partners and organizations with the skills and resources needed to provide primary healthcare, education, livelihood opportunities, and community development programs in both suburban and remote areas

Position Summary

CAI is seeking a capable and motivated candidate for the position of Program Support Officer (Senior Level Considered for Highly Qualified Candidates). The position will support the Program Manager (HIV/TB) in implementing and monitoring HIV and TB activities, including the TB project and deputized ART services in hard-to-reach areas by working closely with Senior Medical Officer and MEAL Coordinator.

This position will supervise two Project Assistants and provide them with programmatic, operational, and technical support in all aspects of project implementation, including activity planning, field coordination, monitoring, reporting, and data management.

The position will also support partner management, logistics, procurement, financial monitoring, budget preparation, Budget Versus Actual (BVA) review, and monthly review



of program activities and expenditures. The Senior Program Officer will work closely with the CAI Finance Team, Grant Officer, MEAL Coordinators, partner organizations, and other relevant stakeholders.

This position requires strong program-management and supervisory skills, attention to detail, and a good understanding of financial reporting and budget management.

Key Responsibilities

1. Project Implementation and Technical Support

- Coordinate and oversee the day-to-day implementation of project activities in accordance with approved workplans, budgets, donor requirements, and CAI procedures.
- Provide technical and operational support for the relevant project activities.
- Coordinate with relevant healthcare providers, field teams, partners, and stakeholders to ensure effective and timely implementation.
- Monitor the progress of project activities and identify implementation gaps, challenges, and required corrective actions.
- Support the Program Manager in developing activity plans, implementation strategies, and mitigation measures.
- Ensure that project activities are implemented according to agreed quality standards and timelines.
- Conduct monitoring and support visits to project sites as required.

2. Staff Supervision and Capacity Building

- Directly supervise two Project Assistants responsible for supporting project implementation.
- Provide ongoing technical guidance, coaching, and operational support to the Project Assistants in all aspects of their work.
- Assign responsibilities, review individual workplans, and regularly monitor staff performance and progress.
- Support the Project Assistants in activity planning, coordination, documentation, reporting, and problem-solving.
- Review the accuracy, completeness, and timeliness of data and reports prepared by the Project Assistants.



- Identify staff capacity-building needs and arrange or provide appropriate coaching and support.
- Promote effective teamwork, accountability, and compliance with CAI policies and project requirements.

3. Data Management, Monitoring, and Reporting

- Oversee project data collection, verification, consolidation, and reporting.
- Provide technical support to the Project Assistants in data recording, data quality assurance, and database management.
- Work closely with the MEAL Coordinators to ensure that project data are complete, accurate, consistent, and submitted on time.
- Regularly review project achievements against approved targets and workplans.
- Identify data gaps or inconsistencies and follow up with relevant staff and partners for clarification and correction.
- Use project data to support activity planning, budget preparation, monitoring, and management decisions.
- Contribute to the preparation of monthly, quarterly, annual, and donor reports.

4. Partner Management and Coordination

- Support the Program Manager in coordinating and monitoring partner organizations implementing project activities.
- Regularly review partners' activity plans, implementation progress, reports, and supporting documentation.
- Monitor partners' performance against approved workplans, targets, budgets, and grant requirements.
- Provide timely and constructive feedback to partners and follow up on agreed actions.
- Identify implementation challenges and support partners in developing practical mitigation measures.
- Coordinate with partner organizations to ensure timely submission of programmatic and financial reports.
- Maintain regular communication with partner focal persons and facilitate coordination among CAI teams and partners.



5. Financial Reporting, BVA Review, and Budget Management

- Conduct regular BVA reviews for partner grants in collaboration with the CAI Finance and Grant Officer.
- Review partners' monthly expenditures against approved budgets and activity plans.
- Identify significant variances, underspending, overspending, incorrect charges, and delayed activities.
- Provide feedback to partners and follow up on explanations, corrections, and required actions.
- Review partners' proposed budgets and budget revisions and provide programmatic justification as necessary.
- Ensure that partners' expenditures are reasonable, allowable, properly allocated, and linked to approved project activities.
- Support the Program Manager in preparing budgets for CAI-led activities.
- Coordinate with the MEAL Coordinators to obtain relevant target, activity, and program data required for budget preparation.
- Review CAI activities and related expenditures monthly to ensure alignment between program implementation and budget utilization.
- Support budget forecasting, expenditure planning, and budget realignment when required.
- Assist in preparing budget narratives and programmatic justifications for donor submission or internal approval.

6. Logistics and Procurement Support

- Assist in planning and coordinating logistics for field visits, meetings, training sessions, and other project activities.
- Work with the Program Manager and relevant teams to identify procurement needs and initiate procurement requests.
- Prepare or support the preparation of required procurement documents and specifications.
- Coordinate the timely delivery and distribution of supplies, equipment, and materials to field locations.
- Maintain accurate records of logistics, procurement, and distribution activities.
- Monitor the proper use and documentation of project supplies and materials.



7. Administrative and Documentation Support

- Maintain complete, accurate, and well-organized electronic and hard-copy files related to project activities.
- Assist in scheduling meetings, preparing agendas, documenting meeting minutes, and following up on agreed action points.
- Maintain records of partner communication, activity approvals, reports, budgets, and monitoring findings.
- Support the preparation of presentations, briefing documents, correspondence, and other program materials.
- Perform other relevant duties assigned by the Program Manager.

Qualifications and Experience

- **Bachelor's degree in any field.** A degree in Health or Public Health is preferred but not mandatory.
- Candidates with strong experience in health program implementation, finance, and project management will be highly considered.
- Additional qualifications or professional certificates in finance, project management, public health, monitoring and evaluation, or a related area are an advantage.
- At least three to five years of relevant experience in program implementation, project coordination, partner management, finance and administration, or a related role.
- Experience in supervising staff and providing technical or operational support.
- Previous experience implementing health projects is strongly preferred.
- Experience working with NGOs, community-based organizations, civil society organizations, or donor-funded projects is desirable.
- Demonstrated experience in reviewing financial reports, tracking budgets, and conducting BVA analysis.
- Experience in project data management, data-quality review, monitoring, and reporting.
- Strong understanding of program and financial compliance requirements.

Required Skills and Competencies

- Strong supervisory, coordination, and team-management skills.
- Good understanding of project-cycle management and field-level implementation.



- Strong analytical skills and ability to review programmatic and financial information.
- High level of attention to detail and commitment to accuracy.
- Strong organizational, planning, and time-management skills.
- Ability to manage multiple responsibilities and meet deadlines.
- Excellent communication and interpersonal skills.
- Ability to work effectively with internal teams, partner organizations, healthcare providers, and other stakeholders.
- Proficiency in Microsoft Office applications, particularly Word, Excel, and PowerPoint.
- Ability to work both independently and collaboratively with minimal supervision.
- Willingness and ability to travel to project sites as required.
- Commitment to CAI's values, policies, safeguarding principles, and code of conduct.

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae including contact information of 3 professional references, and apply via the following link: <https://forms.gle/H3E1f9w5EoHgUQET6>

- The closing date for the application is **5:00 pm, (23-Oct-2026, Friday)**.
- Applicants need to be cleared for sexual exploitation/harassment and abuse in previous jobs. If we found that the applicant has those types of cases, he/she will be subjected to the termination of the employment contract even after successfully selected
- Candidates are required to declare in advance should there be any relative or family member currently employed in CAI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted
- Contract and position are contingent upon successful award of the project and final approval by the donor