

## VACANCY ANNOUNCEMENT

(VA\_011/2025 CL\_HR)

The CL Organization is looking for a qualified “ **Project Coordinator**”

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| <b>Position</b>             | : Project Coordinator                                 |
| <b>Number of Position</b>   | : 1 Position  |
| <b>Report to</b>            | : Program Manager/Head of Program                     |
| <b>Duty Station</b>         | : Kayin State   |
| <b>Project Period</b>       | : 7 Months  |
| <b>Application Deadline</b> | : June 18 <sup>th</sup> , 2025 (5:00 PM) Myanmar Time |

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### CL Organization

CL Organization is a non-governmental, non-profit, non-political and non-religious local CSO that welcomes everyone regardless of their religion, race, ethnicity, or Gender and is willing to work for the best of society. CL’s mission is to enhance the sustainable livelihoods and healthy lifestyles of local vulnerable people and farmers by implementing various training and projects (domestic skills, agricultural training, business start-ups, marketing training, land use training, and health care knowledge) in Myanmar.

**POSITION SUMMARY:** The Project Coordinator will be responsible for planning, coordinating, implementing, and monitoring an integrated project focusing on Primary Health Care (PHC), Sexual and Reproductive Health and Rights (SRHR), and Gender-Based Violence (GBV) interventions. The position will ensure high-quality service delivery through mobile clinics, awareness sessions, capacity-building initiatives, referral support mechanisms, and advocacy campaigns in both humanitarian and development settings. This role includes close coordination with stakeholders, field teams, service providers, and partners.

### Key Responsibilities:

- Coordinate the implementation of all project activities, including:
  - PHC and SRHR awareness-raising sessions
  - Midwifery-led SRHR mobile clinics
  - Emergency referral support (EmOC-60, ECC-60)
  - Adolescent and youth SRHR education
  - GBV awareness-raising and response services
  - Distribution of dignity kits to IDPs and other vulnerable groups
- Ensure timely implementation according to the project work plan and budget.
- Oversee effective delivery of SRHR capacity-building trainings (ANC/PNC, FP, BeMOC, CMR, MISP, PAC).
- Coordinate and manage referrals for GBV survivors and persons with disabilities (PWDs) or conflict-affected victims.
- Supervise and support field teams, including health providers, mobilizers, and trainers.
- Facilitate regular team meetings to review progress, address challenges, and maintain high motivation and performance standards.
- Work with the M&E team to develop and track key performance indicators.
- Collect and compile field data, success stories, and progress reports for internal and donor reporting.
- Conduct regular field visits to ensure quality and accountability in service delivery.
- Liaise with local authorities, community leaders, health institutions, and other stakeholders.

- Represent the organization in coordination forums, cluster meetings, and advocacy campaigns (e.g., IWD, IYD, 16 Days of Activism, Disability Days).
- Build and maintain effective partnerships with implementing partners and referral networks.
- Coordinate with logistics and finance teams for timely procurement and distribution of supplies, including dignity kits and training materials.
- Ensure adherence to organizational policies, donor requirements, and relevant humanitarian standards (e.g., Sphere, MISP).

### **Qualifications and Experience:**

- Bachelor's degree in Public Health, Nursing, Social Sciences, Development Studies, or a related field (Master's preferred).
- Minimum 3–5 years of experience in project coordination, preferably in SRHR, PHC, or GBV programming.
- Proven experience in managing mobile health services and emergency referrals.
- Familiarity with humanitarian principles, GBVIMS, and SRHR/GBV national guidelines.
- Excellent interpersonal, communication, and coordination skills.
- Strong report writing and computer literacy (MS Office, data collection tools).
- Experience working with displaced and conflict-affected populations is a strong asset.
- Fluency in Sagaw Karen and English both written and spoken is required.

### **Others:**

1. Any other task requested by he/she supervisor for efficient program implementation.

### **Application Process:**

- Interested candidates should submit their resume, Cover Letter, and 2 referees via email only to [hrteams83@gmail.com](mailto:hrteams83@gmail.com). Two referees, one from HR Department and one from line Manager/Supervisor from the most previous job.
- Quoting “Project Coordinator VA\_011/2025 CL\_HR” and Referring clearly to the Vacancy Announcement number and Location as advertised in the Subject Line.
- Mention Expected Salary range for this position in your CV.
- Applicants are kindly request to attached a recent passport-size photo along with CV.
- We encourage to apply for those who are available for immediate joining and short-term period.
- **The Application is a higher priority if mentioned correctly and completely.**
- Late submitted application will not be considered. Only shortlisted candidates will be contacted.

“CL is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct at all times (both during work hours and outside work hours)”.