

Area Team Leader

Date: 13th October 2026

We are currently recruiting an **Area Team Leader**, directly reporting to the Program Manager. This position is based in Southern Shan State, with 60% of travelling to project areas.

Job Profile

We are seeking an experienced **Area Team Leader** to lead the day-to-day implementation of an integrated Maternal and Child Health program. The role combines project planning, team leadership, budget oversight, quality monitoring, and coordination with various stakeholders and communities. The hired staff will help ensure activities are delivered safely, effectively, and on time, responding to community needs and the challenges of working in conflict-affected areas.

Key Responsibilities

- Develop and monitor work plans, coordinate activities, track progress against targets, and address implementation challenges to achieve timely, high-quality results.
- Oversee approved budgets, review expenditure, prepare cash forecasts, and coordinate necessary adjustments to ensure funds are used efficiently and in line with financial controls.
- Organize supportive supervision and field assessments, guide the use of relevant procedures, and help teams improve maternal and child health services and integrated nutrition activities.
- Work with monitoring and evaluation colleagues to maintain reliable data systems, verify reports, assess progress, and prepare accurate narrative and operational reporting.
- Develop and track procurement plans, monitor essential medicines and commodities, and support timely distribution, appropriate storage, and temperature control where required.
- Support recruitment and onboarding, clarify responsibilities, provide constructive feedback, complete performance reviews, and identify learning and development opportunities.
- Maintain productive relationships with relevant authorities, health providers, community-based health organizations, and communities, and participate in coordination meetings as required.
- Coordinate field security arrangements, communicate risks promptly, apply conflict-sensitive approaches, and embed safeguarding and appropriate reporting mechanisms throughout project activities.

Required Qualifications and Experience

Essential

- University degree in medicine, nursing, public health, community health, nutrition, or another relevant discipline.
- Public health experience in grant or project management roles with an international or local NGO or a UN agency.
- Experience working in conflict-affected areas and a strong understanding of the local operating context.
- Demonstrated experience coordinating with local authorities, health personnel, and communities.
- Proven project management and coordination skills.
- Working proficiency in Microsoft Word, Excel, and PowerPoint.
- Effective written and spoken communication skills in Myanmar and English.
- Willingness to travel frequently to remote locations.

Desirable

- Experience in maternal and child health programs integrating nutrition and community systems strengthening.
- Fluency in a local language used in the project locations.

Skills and Competencies

- Strong planning, prioritization, problem-solving, and budget management skills.
- Supportive leadership and the ability to build an accountable, motivated team.
- Sound judgment and adaptability under demanding field conditions.
- Knowledge of conflict sensitivity and the “Do No Harm” approach.
- Commitment to safeguarding, confidentiality, ethical conduct, inclusion, and respectful community engagement.

Behaviour and conduct

- Ensures that behavior inside and outside of work promotes the values of the organization.
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

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 criterion described, we encourage you to apply anyway; you could be exactly what we need!

How to apply:

To apply for this post, please send your job application to hrmyanmar.hrmyanmar@gmail.com

Closing date: 27th October 2026

If suitable and qualified applicants are found, interviews and hiring processes may be conducted earlier than the specified date.