VACANCY ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Job Title</th>
<th>HSS Coordinator (Human Resources for Health)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Health System Strengthening Team</td>
</tr>
<tr>
<td>Employment status</td>
<td>Full time</td>
</tr>
<tr>
<td>Number of Position</td>
<td>1</td>
</tr>
<tr>
<td>Location</td>
<td>Yangon, Myanmar</td>
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<tr>
<td>Travel</td>
<td>Up to 50%</td>
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<tr>
<td>Reports to</td>
<td>Technical – Program Manager (Innovation, Coordination and Delivery)</td>
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<tr>
<td></td>
<td>Administrative – Director (Health System Strengthening)</td>
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**Community Partners International (CPI)** is a U.S. nonprofit organization working in partnership with conflict-affected, hard-to-reach and underserved communities in Southeast Asia to expand access to quality health services and generate the resources, local capacity and coordination necessary to meet their own health, learning, and development needs. CPI’s Asian headquarters are located in Yangon, Myanmar, and the organization maintains field offices throughout Myanmar.

**Primary Responsibilities**

- Contribute in the development of Human Resource Information System (HRIS) and oversee the Human Resource (HR) database of partner organizations.
- Involve in the analysis of HR information and dataset with the subsequent aim of strengthening the HR planning process of partner organizations.
- Contribute in the planning, budgeting, implementation, monitoring and evaluation of CPI Health System Strengthening (Human Resources for Health) activities under the guidance of Director (HSS) and Program Manager (ICD).
- Coordinate with different stakeholders to ensure achievement of CPI Health System Strengthening (Human Resource for Health) goals and objectives against approved activity plan, budget and M&E plan, and undertake any corrective measures in timely manner as needed.
- Provide Health System Strengthening (Human Resources for Health) technical assistances to CPI partners at meetings, conferences, trainings and workshops.
- Participate in the health system strengthening related assessments, data collection, analysis and report preparation.
- Contribute in the development and write up of project reports, policy briefs, strategy documents, presentations and other communication materials.

**Regular Responsibilities**

- Support advocacy to stakeholders at different levels to facilitate coordination in the implementation of CPI health system strengthening (Human Resources for Health) activities.
- Strengthen and sustain good relationships and coordination with relevant government departments, donor agencies, implementing partners, local authorities and other stakeholders.


- Coordinate with other members of the HSS Team, other units of CPI and other stakeholders to ensure that every step of the planned activities is completed according to the work plan and budget.
- Regular communication with HSS Director and HSS Manager to ensure that every step of the planned activities is completed according to the work plan and budget and to provide supportive measures as needed.
- Support the administrative and financial management according to CPI policies.
- Any other tasks assigned by line managers.

**Organizational Representation**
- Represent CPI in conferences, meetings, trainings and workshops as needed.

**Essential Skills**
- Master’s or bachelor’s degree in public health or related field.
- Minimum two years’ experience working in public health, experience and technical expertise in health system strengthening project programming, health system and policy research preferred.
- Excellent communication and coordination skill.
- Excellent skills in MS office Applications (Word, Power Point, Excel), proficiency in statistical methods and software (e.g., SPSS, Stata, R, etc.) preferred.
- Proven knowledge of research and M&E data management methods.
- Fluency in Myanmar language.
- Strong communication skills in both written and spoken English.

**APPLICATION INSTRUCTIONS**
All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:
Community Partners International
No. (81), University Avenue Road,
Shwe Taung Gyar Ward (1), Bahan Township,
Yangon.
Ph: 01-525 729, 523 356
OR
Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(31st March 2020, Tuesday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.
- Candidates are required to declare in advance should there be any relative or family member currently employed in CPI. 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 is contingent upon successful award of the project and final approval by the donor.