

VACANCY ANNOUNCEMENT

Job Title	Program Coordinator (Humanitarian)
Department	Program
VA No.	PMEL/2025/0526/22
Job Level	JL- 4
Contract Duration	31-October-2025
Number of Position	1
Location	Yangon, Myanmar
Travel	50% of working time
Reports to	Program Manager / Sr. Program Coordinator
Reporting to this position	Program Officers

Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and sustainable development needs. Founded in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

Primary Responsibilities

Under the direct supervision of the Project Manager (Emergency Humanitarian Assistance), the Program Coordinator will:

- Coordinate activities across project sites, field offices, and partner organizations to ensure timely and efficient delivery.
- Assist the Project Manager in project design, work plan development, implementation, monitoring, and supervision of project activities.
- Carry out duties with attention to the health and safety of oneself and others, in line with CPI policies.
- Promote equity and respect for all CPI local partners, acknowledging their cultural norms and local contexts.

Regular Responsibilities

- Assist the Program Manager in preparing donor and CPI project reports.
- Provide technical support to local partners to ensure effective project implementation.
- Build strong relationships with CPI local partners and key program stakeholders.
- Coordinate with and advocate to relevant government authorities and international/local organizations.
- Support the Program Manager and collaborate with Program Officers on management, task allocation, and activity follow-up.

- Ensure effective communication and information-sharing between CPI and local partners for timely implementation and reporting.
- Monitor, supervise, and evaluate activities according to program needs and timelines.
- Track progress against the agreed implementation timeline and provide regular updates to the Program Manager and Program Director.
- Perform other duties as assigned by the Program Manager.

Partner Support

- Participate in assessments, surveys, and research conducted by CPI partners (as necessary).
- Conduct training sessions and assist in curriculum development for local partners.
- Facilitate report preparation and compile, analyze, and review partner reports.
- Conduct routine site visits and provide on-the-job training for partner staff.

Capacity Building and Supporting Staff

- Assist in developing M&E tools and logical frameworks in collaboration with the M&E Coordinator/Officer.
- Collaborate with the Procurement Officer to support procurement estimations and tracking.
- Conduct field visits, training sessions, and monitoring/supervision in all project areas.
- Represent CPI in technical meetings held by donors or partner organizations.
- Serve as a CPI representative with a general understanding of all CPI projects, including the organization's vision, mission, and objectives.

Essential Skills

- University degree in Health or a related Public Health field (MPH preferred).
- Minimum of 3 years of practical experience in health projects or a similar position within an international organization.
- Strong presentation, writing, and analytical skills.
- Fluency in both written and spoken English.

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(1-June-2025, Sunday)**, Yangon, Myanmar.
- Please clearly mention the Position, Location and VA Number you are applying for in the email Subject Line.
- **As the position may be recruited as soon as possible, the candidates are encouraged to apply before the deadline.**

CPI's Value

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- 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.

Note to Candidate

- Candidates are required to declare in advance that should there be any relative or family member currently being 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 are contingent upon successful award of the project and final approval by the donor.