

VACANCY ANNOUNCEMENT

Job Title	Program Manager (Humanitarian)
Department	Program
VA No.	PMEL/2025/0526/23
Job Level	JL- 4
Contract Duration	October 31 st , 2025
Number of Position	1
Location	Yangon, Myanmar
Travel	Based in Yangon with frequent travel to project areas
Reports to	Sr. Program Manager, Program Director
Reporting to this position	Program Coordinator

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.

Position Summary

The Program Manager (Humanitarian) holds a strategic leadership position overseeing the design, coordination, and management of CPI's multi-sectoral humanitarian response in conflict-affected and disaster-impacted areas. This includes complex programmatic initiatives such as integrated health and WASH services, education in emergencies, protection, food security, shelter/NFI, and nutrition. A key component of this role includes managing a community-based disease surveillance system supported by mobile medical teams in earthquake-affected areas, under the technical guidance and coordination framework of the World Health Organization (WHO).

The Program Manager ensures strategic alignment, quality assurance, partner engagement, and accountability across all humanitarian programs while coordinating effectively with national clusters, UN agencies, donors, and local stakeholders

Key Responsibilities

1. Strategic Leadership and Program Oversight

- Provide overall direction and oversight of CPI's humanitarian portfolio, ensuring alignment with organizational strategy and humanitarian principles.
- Lead the integration and coordination of multi-sectoral interventions including Health, WASH, Nutrition, EiE, Shelter/NFI, Food Security, and Protection.
- Ensure synergy between program components and coherent response strategies in complex and rapidly evolving contexts.

- Lead the strategic rollout of the community-based surveillance system, including planning, implementation, and evaluation in collaboration with WHO and relevant clusters.

2. Technical Coordination and Quality Assurance

- Guide sectoral leads and technical advisors in ensuring adherence to Sphere Standards, CHS, INEE Minimum Standards, and cluster guidance.
- Ensure evidence-based planning using data from assessments, surveillance systems, and evaluations.
- Oversee adaptive programming and risk management in response to access, security, and political changes.
- Ensure the mobile medical teams are effectively integrated with surveillance and referral systems and aligned with national protocols.

3. Team Management and Capacity Development

- Supervise and mentor Senior Program Coordinators and cross-sectoral program staff to foster a collaborative, high-performance team culture.
- Support capacity development planning across sectors and field teams, including crisis response readiness.
- Facilitate cross-departmental learning and exchange among program, MEAL, and operations teams.

4. Local Partnership Strengthening and Accountability

- Lead joint project planning, implementation, and performance reviews with CPI's local partners.
- Strengthen local partner capacity in technical implementation, coordination, financial accountability, and safeguarding.
- Promote localization and inclusion, ensuring participatory approaches and community ownership of humanitarian responses.

5. External Engagement and Inter-Agency Coordination

- Represent CPI in national and regional humanitarian coordination forums, cluster meetings, and with inter-agency mechanisms.
- Serve as CPI's focal point for WHO-coordinated technical working groups on surveillance and health response.
- Liaise with donors, UN agencies (UNICEF, UNHCR, WFP, OCHA), and INGOs to align strategies, mobilize resources, and engage in advocacy.
- Participate in joint assessments, humanitarian response planning, and emergency preparedness initiatives

6. Grants Management and Program Performance

- Lead proposal development, donor negotiations, and grant planning in collaboration with Grants and Finance teams.

- Ensure timely and accurate donor reporting, including success stories and lessons learned.
- Oversee program performance monitoring using results frameworks, surveillance data, and MEAL feedback.
- Ensure compliance with donor requirements, internal policies, and humanitarian accountability standards.

Essential Skills

- Master's degree in Public Health, Humanitarian Affairs, International Development, or a related field.
- At least 7–10 years of progressive experience in humanitarian program management, including leading multi-sector programs in fragile and conflict-affected settings.
- Strong experience working with or coordinating with WHO, UN agencies, and national humanitarian clusters.
- Demonstrated expertise in managing complex projects such as community-based surveillance, mobile health teams, or emergency response in disaster-affected areas.
- Proven track record in team leadership, partner coordination, grant management, and strategic planning.
- Technical competency in at least three sectors, particularly Health, WASH, and Protection.

Core Competencies

- Strategic leadership and decision-making under pressure.
- Advanced coordination and negotiation skills with multi-stakeholder actors.
- Deep understanding of humanitarian architecture, principles, and accountability mechanisms.
- Experience in remote and insecure context management.
- Excellent communication in English and Myanmar (knowledge of ethnic languages is an asset).
- Commitment to gender equity, localization, and conflict sensitivity.

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.