

## **VACANCY ANNOUNCEMENT**

Job Title	<b>Program Officer (Humanitarian)</b>
Department	Program
VA No.	PMEL/2025/0611/28
Job Level	JL- 3
Contract Duration	September 30 <sup>th</sup> , 2025
Number of Position	1
Location	Hpa Ann, Kayin State
Travel	50% of working time
Reports to	Sr. Program Manager (Hpa-An), Program Coordinator (YGN)
Reporting to this position	NA

***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**

- Strengthen relationship with partners and stake holders for successful implementation.
- Assist in coordination and collaboration with DSW, MoE, SEWG and other IP to be activities implemented.
- Organize, process and update data.
- Coordinate camp management committee, education committees and local authorities.
- Conduct data entry, data evaluation, data analysis and data reporting.
- Conduct post data entry verification and regular back up.
- Ensure all data and records are properly and systematically digitalized through data entry with adequate tracking, quality checks, inaccuracies of information entered.

### **Regular Responsibilities**

- Assist in preparation and submission of timely reports related to technical, administrative and financial procedures.
- Project activities implementation.
- Preparation and submission of timely report.
- Training arrangement for project implementation.
- Assist supervisor in quarterly reporting.
- Conduct monitoring and supervision activities.
- Other duties may be assigned by the supervisor.
- Commodities distribution to project area.

- Conduct field visits with monitoring and supervision purpose in Kayin, Mon State.
- Coordinate program activities with resource persons from Hpa Ann Office and Humanitarian Program Staffs, Yangon.

**Implementing Partner Support**

- Support and mentor partners in development and implementation of effective ID interventions based on cultural and situational appropriate adaptations of international best practices.
- Provide training for members from partners.
- Enhance the capacity of local partners to ensure successful implementation of the program.

**Capacity Building and Supporting other Staff**

- Collaborate with partner and Program staff in order to strengthen their capacity.

**Essential Skills**

- Any university degree (Health related degree is preferred).
- Minimum 2-years' experience in health or development projects in an international/local organization (preferred on malaria background).
- Proven knowledge of Data Management methods and applications.
- Good knowledge of written and spoken English.
- Demonstrated skills in coordination and collaboration with governmental institutions and community-based organizations is essential.
- Strong knowledge on ethnic issues and proven experience in engaging ethnic based organizations.
- Strong inter-personal skills and ability to establish good working relationships with stakeholders with different cultural backgrounds.
- Ability to work independently with strong organizational skills.

**APPLICATION INSTRUCTIONS**

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

Email: [hr.ygn@cpintl.org](mailto:hr.ygn@cpintl.org)

- The closing date for application is 17:00pm, **(17-June-2025, Tuesday)**, 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.