

## VACANCY ANNOUNCEMENT

Job Title	<b>Program Officer</b>
Department	Program
Employment status	Full time
Number of Position	1
Location	Taunggyi, Myanmar
Travel	Up to 50 % of work time (travel to project areas in Myanmar)
Reports to	Senior Program Coordinator (Taunggyi)
Reporting to this position	NA

**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

- Communicate with CPI's Partners for Health System Strengthening (HSS) activities in Shan State on a regular basis and support HSS activities with CPI partners in Nay Pyi Taw, Bago Region, Kayin State
- Operate CPI's Health Financing project model and Human Resource in Health management system through intensive coordination with partners' operation team
- Liaise with Senior Program Coordinator in developing CPI's Health Financing Projects and HRH management system from conceptualization to development and implementation
- Assist Senior Program Coordinator in related projects of HSS especially for Health Information System, Health Financing System, Supply Chain Management System and Human Resource Information System
- Assist Senior Program Coordinator and Program Manager to arrange meetings and workshops regarding Health Financing and Human Resource in Health Projects
- Assist Senior Program Coordinator and Program Manager for reporting Health Financing and Human Resource in Health Projects to stakeholders and development partners

### Regular Responsibilities

- Supervise and conduct the regular site-visits or assessments in the implementation areas together with the partners' teams
  - a. Report to Senior Program Coordinator about site-visits and trainings which are conducted for local partners and prepare activity progress report
  - b. Maintain existing coordination with partners and actively participate in developing technical platforms for Health System Strengthening (HSS) by EHOs
  - c. Develop the capacity of partners to effectively manage HSS/HIS activities especially health financing across various levels of authority and monitor performance of

- contracted partner's clinic staff, and provide constructive feedbacks for better performance
- d. Actively participate in developing proper logistic and financial arrangement by partners with the support of Senior Program Coordinator
  - e. Support supervisor in clinic assessments for strategic purchasing projects and actively involved in preparing costing exercise
  - f. Work closely with supervisor for SPP related data recording and analysis
- Organize and facilitate meetings and events by regularly tracking on event register and produce meeting notes/reports
  - Conduct data analysis of partners in order to regularly monitor whether the targeted indicators are achieved
  - Submit monthly progress reports and work plans to Senior Program Coordinator
  - Ability to work independently with strong organizational skills
  - Any other tasks assigned by Senior Program Coordinator

### **Partner Support**

- Perform regular site visits to HSS programs and train staffs from partner organizations on monitoring and evaluation
- Increase capacity of local partners, as needed, regarding health system strengthening and supply chain system strengthening
- Work with local partners to review data forms for correctness and completeness and enter data, providing training support for their staffs to do this on their own, as needed

### **Essential Skills**

- University degree with at least – 2 years experience working for health projects
- Bachelor degree in health/Nursing or Public health or Community Health related preferable
- Good knowledge of written and spoken English is essential
- Demonstrated skills in coordination and collaboration with governmental institutions, ethnic health organizations (EHOs) and community-based organizations (CBOs)
- Good communication and facilitation skills
- Good software skills for M.S. word, Excel, PowerPoint
- Training experience to both medical and non-medical persons
- Ability to work independently with strong organizational skills and can-do attitude
- Prefer experience of working in Shan state with ethnic health organizations (EHOs)

### **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, **(19-Jan-22, Wednesday)**, 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.