

VACANCY ANNOUNCEMENT

Job Title	Program Officer
Department	Program Department
Employment status	Full time
Number of Position	1
Location	Myawaddy, Kayin, Myanmar
Travel	40% of working time (travel to project sites in Kayin)
Reports to	Program Coordinator
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.

Regular Responsibilities

- Assist Program Coordinator for preparing donors reports and CPI project reports
- Assist Program Coordinator in daily program management, work allocation and following up of project activities
- Ensure program trainings are well prepared, conducted and prepare training reports
- Ensure that the relevant information is shared/communicated between CPI and local partners for timely project execution of the project and reporting
- Support in administrative, finance, procurement and logistical management of the project
- Other relevant duties assigned by Program Coordinator

Partner Support

- Participate and help program coordinator in technical trainings for partners when relevant
- Do regular supportive visits to partner areas together with program coordinator
- Participate in assessment, survey and research conducted by CPI's partners (if necessary)
- Prepare periodic reports by collecting, compiling and analyzing regular reports of CPI's local partners

Referral Support

- Support referral activities of programs in project townships
- Identify potential beneficiaries upon requests by partners or stakeholders and check eligibility
- Support beneficiaries in terms of preparing supporting documents
- Advocacy and coordination with service providers from government and private health facilities for referral support process

Organization Representation

- Represent CPI in the technical meetings conducted by donors or other partner organizations
- Able to act as representative of CPI by having overview knowledge in all projects of CPI and their vision, mission and objectives
- With supervision of program coordinator, conduct advocacy to local authorities, other international and local organizations

Essential Skills

- Any bachelor's degree holder
- Minimum 4 years' experience in health projects/similar position
- Practical experience in health activities is preferred
- Good knowledge of written and spoken Kayin is essential
- Demonstrated experience in community engagement, training and capacity building
- Good communication and facilitations skill

APPLICATION INSTRUCTIONS

Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(29-November-21, Monday)**, 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.