

VACANCY REANNOUNCEMENT

Job Title	Program Manager (HIV)
Department	Program Department
Employment status	Full time
Number of Position	1
Location	Yangon, Myanmar
Travel	Based in Yangon (with travel to project sites as needed)
Reports to	Director (Program and Innovations)
Reporting to this position	Program Coordinator (HIV), Program Coordinator (ICT), Area Program Coordinators

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.

CPI is going to implement a five – years program entitled HIV/TB Agency, Information, and Services (AIS) consortium, funded by United State Agency for International Development (USAID), led by Community Partners International (CPI), brings a dynamic blend of partners and capabilities that reflect deep understanding of HIV and TB technical needs and gaps in Burma, trusting and effective relationships with community groups, ethnic health organizations (EHOs), private sector and the public health system. The HIV/TB AIS Activity strengthens Burma's efforts to achieve accelerated HIV epidemic control and TB elimination through support for free and comprehensive prevention, testing and treatment services for key population and TB risk groups.

CPI is seeking for experienced and qualified professional candidate for Program Manager (HIV) position to support the program of AIS project. The position will be based in Yangon and is responsible for technical support and program innovation in compliance with AIS portfolio and CPI and USAID's requirements.

Responsibilities:

The Program Manager (HIV) will be under the direct supervision of Director (Program and Innovations). The primary responsibilities are to:

- Provide HIV technical support to implementing partners (IPs) in AIS project implementation in coordination with program management team
- Support implementation of innovative and cost-efficient HIV activities planned under the AIS project

- Engage in development of program design for innovative approaches which are adapted with local context
- Organize trainings for the partners in program innovative and new activities
- Assist in developing necessary SOP, guidelines and operational guidance for AIS HIV activities
- Monitor the partners' activities are to be in line with the guidance and principles of donors (USAID and PEPFAR) in implementation
- Work closely with the Director (Program and Innovations) to develop program indicators related to HIV implementation of each partner
- Assist in designing all UHF related innovations such as PrEP, BPN, Index testing, HIVST, etc.
- Provide technical inputs to communication team for correct and effective content of UHF and AIS related social media platforms, applications, IEC development, etc.
- Involve in HIV service delivery through social networking

Regular Responsibilities

- Access the needs and conduct regular site visits/ virtual monitoring and conduct technical trainings based on needs and findings from site visits
- Involve in development and maintenance of training curricula and handbooks, then conduct tailored trainings related to HIV intervention services.
- Maintain documentation and implementation of HIV activities that are in line with training curricula and practices, providing recommendations for changes as needed that are taken into account of local context and mainstream emerging successful practices
- Review, clarify and provide feedback on data/reports of IPs focusing on data narrative of HIV activities
- Conduct policy-research interviews and participate in analysis
- Learn update information on HIV prevention and treatment and share with the team and IPs
- Ensure accurate and timely information is available to senior management and team members
- Organize outsourcing for translation of technical documents into Burmese/English and review the products for consistency, correctness and quality
- Conduct other duties as assigned by the Director (Program and Innovations)

Program Support

- Support program team in identification of CBOs/CSOs for community strengthening
- Identify needs of CBOs/CSOs and provide technical inputs for capacity building
- Regular monitoring and evaluation of CBOs/CSOs and provide feedback based on their performance

Operations and Administration

- Maintain good relationship and regular communication with M&E focals from partner organizations and donor agencies to achieve updated information

- Liaise between CPI and other stakeholders (such as principal investigators, co-investigators) on UHF and AIS related research activities
- Maintain good flow of information between all parties involved in the project
- Systematic management and documentation of program and research documents

Organization Representation

- Represent CPI at partner and donor meetings and events when necessary

Essential Skills

- Master's degree in Medicine and/or Public Health or equivalent area required. Additional experience in the field of HIV/AIDS coupled with development in health sector may substitute for some education.
- Minimum of five years of experience in relevant field-based project management experience required, with preferably at least 2-3 years working in health service delivery, research and data analysis.
- Experience in managing moderately complex projects preferably with an international NGO.
- Proven experience in providing technical backstopping and capacity strengthening work to internal and external teams.
- Demonstrated ability to write and present high quality technical documents and analytical reports.
- Demonstrated MEAL skills and experience required.
- Experience in engaging with national counterparts, partner organizations, local organizations as well as local communities, for the design and implementation of research, surveys and other required data collection.
- Proven management and technical experience and abilities that are conducive to a learning environment.
- Experience in using MS windows and MS office packages (Excel, Word, PowerPoint, Access), web conferencing applications, information management systems.
- Prefer proficiency in Statistical Software (SPSS and/or STATA and/or Epi Info)
- Strong analytical skills and problem-solving skills, with ability to make sound judgement and decisions and offer innovative solutions
- Good presentation and facilitation skills
- Self-motivated and ability to work independently as well as being part of a team
- Highly organized and ability to meet the deadlines

APPLICATION INSTRUCTIONS

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

Email: recruitment@cpintl.org

- The closing date for application is 17:00pm, **(27-January-2022, Thursday)**, 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.