

VACANCY ANNOUNCEMENT (004-YGN/29/April/2024)

Pact is an international non-profit, non-religious, non-political and non-governmental organization that is based in Washington D.C, United States. Pact is currently working in 57 countries, implementing more than 100 programs. Pact has been working in Myanmar for nearly two decades, implementing a wide range of development programs which focuses on promoting the lives of the vulnerable community.

Pact in Myanmar is currently seeking a motivated, experienced, and dedicated candidate for the position of **Program Coordinator**.

Position Title	: Program Coordinator
Department/Program	: Program Implementation (HI-MNCH)
Supervisor	: Senior Program Coordinator (Health)
Salary	: Attractive, with generous staff benefits
Duty Station	: Yangon (with travel to project sites/townships)
Contract Period	: One year Contract (With possible extension based on funding available)

Program/Project Overview:

HI-MNCH (The USAID High Impact Maternal, Newborn, and Child Health Activity) project is in its second year of implementation. It is a consortium-based project to be implemented in Yangon, Ayeyarwady, and Bago regions primarily focused on maternal, newborn, and child health and related community-based health financing initiatives. As part of this consortium-led approach, Pact will focus on working on community-based health financing to achieve better maternal and child health outcomes.

Position Summary:

Program coordinator is responsible for program implementation and technical contribution to quality assurance. S/he will work under the supervision of Senior Program Coordinator. S/he will supervise deputy coordinator and demand generation team on effective program implementation and be responsible for quality implementation of community-based health financing initiatives. S/he will be responsible for ensuring that all implemented activities comply with standing regulations, principles, and donor requirements. Under close supervision of Senior Program Coordinator, s/he will be responsible for providing program leadership in work planning, financial management, technical development, operational management, and information management, as well as contributing to organizing and coordinating with the consortium team. Foster strong collaboration among Yangon headquarters, field teams and consortium teams, ensuring impactful program design, adaptation, and delivery.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Program, operation, and technical management

- Lead and manage program implementation in the designing of the integrated program, including related technical components, and community strengthening to ensure overall relevance to community needs and context.

- Lead and manage women empowerment initiatives to strengthen women's ability to financially support themselves/their families which leads to improving health-seeking behaviours.
- Provide technical inputs and management for the implementation of community-based health fund mechanisms to assist in the reduction of financial obstacles to receiving MNCH care.
- Supervise the program implementation teams to ensure all activities are accomplished and program goals are met quantitatively and qualitatively.
- Prepare the annual budget for the project and monitor the expenditures for efficient usage.
- Deliver effective operation support for the field project offices, ensuring the logistics, administrative, human resources and financial management are in line with the organization's SOP manual.
- Prepare quality project reports quarterly and annually to donors in a timely manner.
- Participate in designing, budgeting, and proposal development of new business opportunities.
- Identify training needs, proactively follow up, and deliver technical updates and training requests by staff members and implementation teams.
- Participate in staff recruitment induction planning, staff appraisals, and formulation of staff personal development plans.
- Adhere to all of Pact's Code of Conduct policies including our Zero Tolerance Policy to Harassment, Sexual Exploitation and Abuse in the workplace. Report any abuses towards staff and beneficiaries to your immediate supervisor or the head of HR.

Expected results:

- *The program implementation teams implement consistent and efficient programs.*
- *All field offices run a quality program within the set time frame cost-effectively and professionally.*
- *Effective supervision and provisions of technical updates towards staff members, implementation teams, and beneficiaries.*
- *Projects receive effective operations support.*

2. Coordination

- Coordinate with the Monitoring, Evaluation, and Learning (MEL) team to ensure quality data and reports.
- Coordinate with Finance, HR, IT, Procurement and Administration Units to ensure donor compliance, financial management, and organizational policies and procedures are followed.
- Coordinate with consortium team, as needed, to ensure all project components are integrated and synergistic with each other at the community level.
- Coordinate with the external relations unit for necessary support and information updates in relevant sectors.

- Represent as one of Pact in relevant technical forums/ coordination mechanisms and/or with stakeholders and report back to supervisors and teams for decision-making and action.

Expected results:

- *The program team is well-linked with technical and support units, consortium teams, and other units for effective and efficient program implementation.*
- *Donor-compliant issues are solved in close coordination and collaboration with the relevant department of Pact and the consortium team.*
- *PACT received technical-related inputs with analysed points for the betterment of service delivery towards the community and its staff members.*

3. Financial Management

- Responsible for the management of Fixed Award Amount (FAA) mechanisms ensuring all necessary supporting documents are submitted and received obligation on time.
- Under supervision for SPC, take ownership of the project's financial management, and provide inputs for efficient and effective budgeting.
- Sign off the Field office cash needs forecast and authorize cash transfer requests from the Head Office in Yangon.
- Responsible for signing off authorized amounts on program-related budget submissions.
- Support and supervise program delivery and technical teams to ensure that all work agreed in the work plan is managed within budgets.
- Ensure that all financial management and transactions comply with Pact's financial policies.
- Provide recommendations, where necessary, for the improvement of existing financial systems/ controls, as well as request any support.

Expected results:

- *The program team has adequate cash flow to implement the project.*
- *All budgets are spent as planned or adjusted as per donor regulation.*
- *Field financial management is running smoothly at the field level.*

4. Communications, Information Management and Reporting

- Ensure that program information is accurately and promptly communicated to the respective department/ person as necessary.
- Report regularly about the program status and updates to the Programs Director.
- Ensure that the program implementation team completes the reporting.
- Responsible for reviewing and providing feedback on reports on time.

Expected results:

- *The program reports are submitted on time and in good quality.*
- *Program information is accurately and promptly communicated from and to the field.*

5. Other

- Other additional duties/tasks assigned by the Supervisor.

REQUIRED QUALIFICATIONS/MINIMUM REQUIREMENTS:

- A bachelor's degree is required. Post-graduate degree(s) is a plus.
- 5 years of progressive working experience (programming, designing, managing etc.
- Demonstrated knowledge of program management, partner coordination and donor relation.
- Experience in community-based health financing/MNCH projects preferred.
- Willingness and availability to travel and ability to work under difficult conditions.
- Team-work oriented, proactive, and demonstrated capacity to work independently.
- Excellent communication and negotiation skills.
- Fluency in English is required.
- Computer literacy is essential.
- Knowledge of MS Office software package.
- Teamwork, oriented, proactive, and demonstrated capacity to work independently, multitask player.

Interested candidates are invited to submit an application letter (Cover Letter) and curriculum vitae (CV), a recent passport size photograph, contact details and two referees addressed to the following contact by **May 13th (Monday) 5:00 PM.**

Assistant Human Resources Manager
Pact in Myanmar
15th floor, crystal tower, kyun taw street,
kamaryut township, yangon, myanmar
Tel: 01.9339351, 9339352, 933935
Email: myanmarhr@pactworld.org

Attention!!! EMAIL SUBJECT: "Program Coordinator - VAC 004"

Note:

- 1) Earlier application is encouraged to every interested person.
- 2) Application via email: Please do not enclose copy of other relevant supporting documents (such as educational certificate and testimonials) if the application submitted via email.
- 3) Only short-listed candidates will be notified.