



Senior Program Officer

Date: 4th June 2025

We are currently recruiting a Senior Program Officer position, directly reporting to Program Coordinator.

This position is based in Taunggyi, Southern Shan State, 50% travel to implementation areas.

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

About Relief International

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

Main purpose of the role

The Senior Program Officer will play a critical role in implementing, monitoring, and managing humanitarian assistant activities related to Health and Nutrition especially in emergency settings and for vulnerable displaced communities. This role involves providing technical support and guidance to ensure the effective delivery of health and nutrition services based on the community need. He/she will also plays to build the capacity at field level – which will include implementing training modules for local partners through collaboration with technical team as required and include in budget development and oversight of humanitarian and health & nutrition budgets, and other tasks as necessary.

The successful candidate will be required to provide timely reports, develop monthly work plans, and collaborate closely with the Monitoring, Evaluation, Accountability, and Learning (MEAL) team to track the impact of interventions. Strong technical knowledge, excellent communication skills, and the ability to work under pressure in emergency situations are essential for this role.

Key Responsibilities

Accountability and Complexity

- Ensure all program activities are implemented in accordance with Relief International technical standard, Humanitarian Standard and Norms, as well as donor requirements.
- Responsible for supervising field team members with support from the respective departments, ensuring effective management, activity planning, and technical support to field team members.
- Lead on community mobilization and sensitization to participate in projects including provide feedback on response activities and post-distribution monitoring.
- Responsible of strengthening implementing partners both supply side and demand side creation who are working together at targeted areas.
- Ensure regularly monitor, review and update the field security status based on the change of context and timely information sharing with team members; performing security management that applied in program implementation

- Financial management, cash request and timely action to be sure value for money aims to ensure that resources are used efficiently and effectively works together with direct supervisor.
- Identify and address risks and challenges during project implementation.

Program Management

- Ensure program activities are implemented according to the work plan and budget.
- Oversee the establishment and management of emergency referral systems for the affected populations in the targeted areas.
- Conduct IYCF mother support group sessions, one to one counselling and focus group discussions through an intensive behavior change framework.
- Provide technical support for team members and partners to ensure quality MUAC screening practices and coordinate with relevant agencies to ensure appropriate treatment for identified malnutrition cases.
- Provide training and capacity development of project staff, volunteers and partners for on time response mechanisms.
- Prepare and submit timely and detailed monthly work plan of project activities
- Lead in organizing community engagement meeting and working groups at community level; responsible for operating the community feedback and response mechanism, conflict sensitive programming, accountability to affected population, leading need assessment and participation in analysis & reporting process.
- Maintain and strengthen partnerships with local and international partners, ensuring effective collaboration in program implementation.
- Assist Program Coordinator and Sr. Program Coordinator in budget amendment and redesigning/ reorientation of project activities

Technical Support and Capacity Building

- Provide technical support to field staff and implementing partners on PHC, MNCH, Nutrition, and outbreak response to ensure effective program implementation
- Identify capacity gaps and coordinate training or mentorship plans for staff and partners.
- Provide technical support and verify cases in establishing and operationalizing proper referral pathways for emergency patients together with Township Medical Officers.
- Support the rollout of guidelines, SOPs, and health protocols.
- Provide technical advices and inputs, working together with the MEAL team on monitoring and evaluation of Health and Nutrition activities, including surveys and analysis.
- Participate in technical assessments and evaluations.
- Supervise the program assistant for required technical skill.

Operation Management

- Make sure all procurements are in line with defined policy and procedure of Relief International, verify and approve as per the authorization matrix
- Management on human resource by supporting of direct supervisor and technical supervisors.
- Assist Program Coordinator in program staff recruiting process and able to provide technical orientation to newly recruited staff
- Working together with operation team for preparation and requests, purchase plan, tracking and follow up on supply chain to achieve on time response to affected community
- Work closely with the logistics and finance teams to ensure proper documentation, compliance, and reporting for all goods and services used under the emergency response program.

Partnership and Coordination

- Establish and maintain strong working relationships with key actors, partner CBO/CSO and community leaders.
- Liaison for networking, coordination and collaboration at township/regional levels with a variety of stakeholders
- Responsible for strengthening partners who are working together on health and nutrition program activities at targeted areas.
- Ensure effective coordination and collaboration with partners and key stakeholders for emergency referral pathways and NFI distributions.
- Maintain regular coordination, communications, and partnership relations with sub-grant organizations in all aspects of program operations, administration, and financial relations.
- Liaise and develop networks with stakeholders, partners, and donors promoting the understanding of RI's work serving the most vulnerable population at affected areas.
- Coordinate with key community-level stakeholders from different community-based organizations and ethnic groups to ensure participatory program design and implementation.

Financial Management

- Check and verify the documents and all of the expenditures are within project approved timeframe, budget and activity plan and align with defined internal controls
- Provide monthly cash request to finance department based on the work plans and support the development of budget forecasts, expenditure tracking, and resource utilization reports for project activities.
- Act as a dedicated budgeted holder if Program Coordinator/ Senior Program coordinator is on leave or out-of- office as per the request

Monitoring and Reporting

- Responsible for reporting and activity planning according to reporting guidelines in Shan.
- Develop and implement monitoring plans and tools to track progress against work plans and activity targets.
- Work together with the MEAL team on monitoring and evaluation of activities and cross-checking of reviewed program data.
- Conduct regular field monitoring visits to assess service quality, beneficiary satisfaction, and program effectiveness.
- Cross-check data and provide feedback to the MEAL team (e.g., referral report, PIP) according to reporting guidelines in Shan.
- Collect and compile program data regularly to submit to the Program Coordinator
- Compile and submit regular progress reports – monthly, six monthly and annual reports (including monitoring data) to the Program Coordinator/ Senior Program Coordinator on time.
- Contribute to internal evaluations, learning reviews, and donor reporting processes.

General

- Be flexible and be able to provide assistance with different activities not included in this primary job description.

Management and leadership

- Ensure the highest standards of behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Be a model for ethical conduct standards for other team members
- Embrace diversity, and model inclusive and equitable behaviour.
- Ensure own actions and the actions of the teams' members they manage do not adversely impact the safety of the RI team and the vulnerable communities we serve
- Ensure donors, partners and communities are aware of RI conduct and reporting mechanisms
- Ensure safeguarding is embedded in all the work we do
- Be responsible for ensuring a culture and systems in place for reporting

Behavior and conduct

- Be flexible and be able to provide assistance with different activities not included in this primary job description
- Ensures that behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

About You

You will bring the following experience and skills

Essential:

- A university degree is required in Medicine, Public Health, Community Health, Nursing or other relevant disciplines
- A minimum of 4 years of professional work experience in planning, programming, implementation, monitoring and evaluation of health and nutrition program.
- Work experience managing large-scale projects, working with governments, working in resource-limited settings, monitoring and evaluating supply chains, and risk management, mitigation will be an asset.
- Knowledge and experience with data collection, data management analysis and reporting are essential.
- Knowledge/experience in emergency response projects in Shan State is preferred.
- Knowledge of procurement processes and good distribution practice could be beneficial.
- Know how to maintain good relations with all partners;
- Be a team player;
- Ability to work in a multicultural environment;
- Have the ability to communicate and train.
- Open to receive suggestion and comments as a learning point from others.

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

How to apply : To apply for this post, click on the "[link](#)" button in the job advert page and send to hrrmm@ri.org, quoting "Senior Program Officer, Taunggyi" in the subject line.

Closing date: 18th June 2025

- You will be asked to upload a CV and Cover Letter.

- The cover letter should be at least one page; three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.