

VACANCY ANNOUNCEMENT

Job Title	Information Management Consultant (System & Compliance)
Department	Program Operation
VA No.	PO/ 2026/0210/19
Job Level	Consultant Type
Contract Duration	6 Months
Number of Position	1
Location	Yangon
Travel	Up to 10% of work time
Reports to	Grant Coordinator
Reporting to this position	NA

Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and sustainable development needs. Founded in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

Background

The Community Partners International (CPI) Country Office is developing a Grant Management System (GMS) to strengthen the efficiency, consistency, documentation, tracking, and monitoring of grant management processes. To support the effective implementation and use of the GMS, CPI Myanmar is recruiting an **Information Management Consultant (System and Compliance)** for a six-month consultancy period. The consultant will serve as the focal person for grant and partnership information management and will be responsible for ensuring that the relevant information and documentation are accurately, consistently, and timely recorded and maintained in the GMS. The consultant will work closely with the Programme, Finance & Grants, and MEL teams at the Country Office, as well as the GMS Administration Team at HQ, to ensure the completeness, accuracy, and timely transition of information into the system.

The consultant will also support the Grant Coordinator in maintaining partnership records, tracking the reporting requirements, and organizing programme, financial, MEL, and compliance-related documentation in accordance with established grant management procedures.

Primary Responsibilities

- Manage and ensure that the existing partnership information and documentation are accurately, completely, and timely transferred and maintained in the Grant Management System (GMS), in technical coordination with the GMS Administrative Team at HQ.
- Organize grant and partnership information in collaboration with the Programme, Finance & Grants, Procurement, MEL, and other relevant teams as required.
- Record, update, and maintain information and documentation in the GMS in accordance with the agreed GMS filing structure, data management requirements, and system guidance.
- Regularly review and track GMS information and documentation requirements and follow up with the respective focal persons to ensure that all required information and documentation are complete, accurate, and updated in a timely manner during and after the data transition process.
- Provide information and operational support to the GMS Technical and Administrative Teams during the data transition period, including identifying information gaps, clarifying existing records, and facilitating the resolution of system-related issues and user challenges.

Regular Responsibilities

- Facilitate effective communication and collaboration between the Country Office teams and the GMS Technical Support Team at HQ.
- Conduct regular checks on data completeness, accuracy, consistency, and filing status and follow up with relevant focal persons on outstanding information or documentation.
- Provide basic support and guidance to Country Office users on GMS-related information entry, documentation, and filing requirements, and escalate technical issues to the GMS Technical Support Team when required.
- Maintain appropriate confidentiality and security of partnership, financial and the other organizational information managed through the GMS.
- Participate in internal and external training, meetings, and learning sessions related to GMS and grant management when requested by the hiring supervisor.
- Undertake any other relevant tasks and responsibilities assigned by the hiring supervisor in accordance with the needs of the grant management function.

Essential Skills and Qualifications

- Bachelor's degree in Business Administration, Management, International Development, or a related field.
- At least 2–4 years of relevant professional experience in grant and partnership management, programme administration, grant and compliance, or a related area.
- Previous experience working with a grants management system, database or other digital information management system is highly desirable.
- Strong proficiency in Microsoft Excel and other Microsoft Office applications.
- Good written and verbal communication skills in English.

- Good communication, coordination, and interpersonal skills, with the ability to work effectively within a multicultural team.

APPLICATION INSTRUCTIONS

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

Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(16-October-2026, Friday)**, Yangon, Myanmar.
- Please clearly mention the Position, Location and VA Number you are applying for in the email Subject Line.

CPI's Value

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- 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.

Note to Candidate

- Candidates are required to declare in advance that should there be any relative or family member currently being 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 are contingent upon successful award of the project and final approval by the donor.