



Ethnic Health System Strengthening Group Vacancy Announcement for Program Coordinator (Cross-Cutting)

About Our Organization

The Ethnic Health System Strengthening Group (EHSSG) is a network of Ethnic Health Organizations and border based managed health Community Based Organizations with over twenty years providing primary health care services. In 2015, the group formed a steering committee to work together to strengthen health systems in Eastern Burma/Myanmar, and to advocate for equitable and essential primary health services for vulnerable and displaced people throughout Burma/Myanmar. Participating organisations provide comprehensive health programmes in their local areas through a collaborative approach with local, national, international bodies. EHSSG is a community-based ethnic health organization and consists of **14** partner organizations, namely

1. Back Pack Health Worker Team (BPHWT)
2. Burma Medical Association (BMA)
3. Chin Health Education Committee (CHEC)
4. Civil Health and Development Network (Karenni) (CHDN)
5. Mae Tao Clinic (MTC)
6. Mon National Health Committee (MNHC)
7. Kachin Health Network (KHN)
8. Kachin Women Association- Thailand (KWAT)
9. Karen Department of Health and Welfare (KDHW)
10. Pa-Oh Health Working Committee (PHWC)
11. Rakhine Community Health Worker Association (RCHWA)
12. Shan Health Committee (SHC)
13. Shan State Youth Capacity Building Centre (SSYCBC)
14. Ta'ang Health Organization (THO)

AIMS of EHSSG

1. Improved health outcomes through expanding access of villagers to community health workers and services.
2. Responsiveness through evidence-based programming and planning.
3. Financial and social risk protection through prioritizing context-appropriate, low-cost interventions and improved referral systems.
4. Improved efficiency through the identification of best and underperforming facilities, programming, and health workforce.



CODE: VA NO: 009/EHSSG 2023

EHSSG is looking for a motivated and reliable individual to fill this position “Program Coordinator (Cross-Cutting)”.

Required Position and detail information

Job Title	Program Coordinator (Cross-Cutting)
Location	Mae Sot Based
Full Time/ Part Time	Full Time
Salary Range	10,000 – 11,000 THB
Benefit	Stipend, Leave, Holidays, Health Insurance and other social benefits
Contract Duration	1 year with probable extension
Relationship	
Report To	Program Manager
Supervise	Direct: Project Officers and Project Staff
Coordinate With	Internal: Program Team, Finance Team, Admin & HR Team, M&E Team External: Stakeholders, Partners and Members Organizations
Financial/Budget	Finance Team/Grant Team/Program Team
Responsibility	
Summary	Program Coordinator (Cross-Cutting) is responsible for overseeing and coordinating cross-cutting initiatives and activities related to EHSSG and Ethnic Health Organizations. The Program Coordinator will work closely with diverse stakeholders, including community-based organizations, healthcare providers, international agencies, and advocacy groups, to promote health equity and address the specific needs and challenges with the perspective of cross cutting issues faced by ethnic communities.
Job Details	<p>Program planning and management (45%)</p> <ul style="list-style-type: none"> • Design and conduct need assessment of cross cutting issues for EHSSG and member organizations • Develop and implement comprehensive program strategies to address cross-cutting issues faced by EHSSG and its members. • Collaborate with stakeholders to identify the key challenges and opportunities related to cross cutting issues in ethnic communities. • Coordinate and facilitate meetings, workshops, and trainings related to cross-cutting issues to promote collaboration and knowledge sharing among stakeholders. • Provide technical assistance and support to Ethnic Health Organizations in program planning, implementation, and evaluation related to cross cutting activities. • Stay informed about emerging trends, policies, and best practices in the field of health equity and cross-cutting issues related to ethnic communities.



	<ul style="list-style-type: none"> • Prepare regular reports, presentations, and other communication materials to share program updates and outcomes with stakeholders, partners and members. • Assist relevant managers in developing an integrated work plan covering overall cross cutting activities plan • Prepare and Proof-read documents, meeting minutes, training and activities reports related to cross cutting activities of EHSSG and members • Translate documents and communications to and from English/Burmese • Ensure preparation and submission of timely reports related to cross cutting activities of EHSSG internal and member organizations <p>Coordination and External relations (25%)</p> <ul style="list-style-type: none"> • Develop and maintain partnerships with partners, members and donors to leverage resources for cross cutting activities. • Organize and facilitate regular management meetings, program/project coordination meetings and other relevant meetings for cross cutting related activities • Coordinate with members, partners and technical consultant in development, review and update of standard curriculums, guidelines, protocols and tools for specific areas/topics identified as needed for cross-cutting themes including training, assessment, monitoring and other activities • Maintain regular communication with EHSSG and member organizations to investigate the need to provide interventions related to cross-cutting themes <p>Monitoring & Evaluation, Reporting (10%)</p> <ul style="list-style-type: none"> • Support/Assist the program/project manager and M&E manager in quality assurance of program/project activities such as regular monitoring, evaluating, learning on trainings/workshops related to cross-cutting activities <p>Financial Management (10%)</p> <ul style="list-style-type: none"> • Work closely with Finance team in the budget planning processes to ensure that project funds are expended according to procedures and plans <p>Staff supervision (5%)</p> <ul style="list-style-type: none"> • Provide supports and supervision to officers and staff of relevant unit
General	Perform other duties as assigned (5%)
Requirements	
Education	<ul style="list-style-type: none"> • At least bachelor's degree in any related field or an equivalent combination of education, training and experience.



Work Experience	<ul style="list-style-type: none"> • Minimum 2-3 years of professional working experience in program management, policy development and/or research. • Experience working with Ethnic Community Based Organizations.
Skills/Knowledge/Attitude	<ul style="list-style-type: none"> • To have strong organizational and time-management skills, excellent communication and interpersonal skills, and • To have the ability to work effectively under pressure. • To have a deep understanding of cultural competency, health disparities, and community engagement strategies, as well as experience in cross cutting related activities (GBV, PSEA, GESI, COVID 19, Conflicts sensitivity, localization, MHPSS) of EHOs. (preferred)
Languages	<ul style="list-style-type: none"> • Excellent in English, both written and verbal. (required) • Fluent in Burmese. (preferable)
Motivations	<ul style="list-style-type: none"> • Enthusiastic in job • Diligent, responsible and accountable • At least 2-year commitment to work at EHSSG
Others	<ul style="list-style-type: none"> • Must be a believer in mission and vision of EHSSG

We are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EHSSG has a zero tolerance to sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, that enshrine principles of PSEA, always (both during work hours and outside work hours). All selected candidates will be expected to adhere to these standards and principles.

Application Details

Interested individuals are requested to submit CV including a cover letter and contact details of two references (No other supporting documents are required at this stage) no later than **5th June 2023, 5PM (Bangkok Time)**. These should all be submitted to EHSSG’s Human Resources Team at info@ehssg.org and hr@ehssg.org

Contact Information Details:

Admin/HR Officer

Office Ph: (+66) 097 981 8454

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