



Ethnic Health System Strengthening Group

Vacancy Announcement for Program Coordinator (Organizational Development)

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: 010/EHSSG 2023

EHSSG is looking for a motivated and reliable individual to fill this position “Program Coordinator (Organizational Development)”

Required Position and detail information

Job Title	Program Coordinator (Organizational Development)
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 (Organizational Development) is responsible for designing and overseeing OD interventions aimed at strengthening the capacity of EHSSG and members (ECBHOs, CSOs, CBOs, and other local organizations) to improve overall organizational sustainability and growth. This position will bring innovative ideas, methodologies, and approaches to organizational strengthening of local organizations and EHSSG, itself. This position will lead the overall improvement of curriculums, tools and strategies for the organizational development activities across different projects and programs.
Job Details	<p>Program planning and management (45%)</p> <ul style="list-style-type: none"> • Design and conduct organizational capacity development activities for EHSSG and member organizations • Conduct organizational capacity assessment and develop OD action plan for EHSSG and member organizations • Collect and update data for organizational capacity development tracking sheets for EHSSG and member organizations on regular basis • Assist relevant managers in developing an integrated work plan covering overall organizational capacity development activity • Organize the training/workshop schedules for the OD activities with different partners and members • Contribute to EHSSG management team and relevant managers for planning OD activities for EHSSG and members, in collaboration with the EHSSG

Human Resource team to develop, design, conduct and evaluate the capacity strengthening activities for EHSSG staff

- Prepare and Proof-read documents, meeting minutes, training and activities reports related to OD activities of EHSSG and members
- Translate documents and communications to and from English/Burmese as required
- Ensure preparation and submission of timely reports related to OD activities of EHSSG internal and member organizations

Coordination and External relations (25%)

- Facilitate relevant stakeholder engagement workshops with donors, IPs and member organizations
- Organize and facilitate regular management meetings, program/project coordination meetings and other relevant meetings for OD program
- Coordinate with members, partners and technical consultant in development, review and update of standard curriculums, protocols and tools for specific areas/topics identified as needed for organizational capacity development including training, assessment, monitoring and other activities
- Maintain regular communication with EHSSG and member organizations to investigate the need to provide interventions related to organizational capacity development

Monitoring & Evaluation, Reporting (10%)

- 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 OD
- Collaborate with the M&E team to align OD initiatives with the MEL system, integrating OD activities and identifying opportunities for data collection and analysis.
- Assist and support the M&E team in collecting and analyzing data for OD interventions, including surveys, interviews, and focus groups.
- Analyze OD data and feedback, generate information, identify gaps or challenges, and recommend adjustments or modifications based on assessment findings and share with M&E team.

Financial Management (10%)

- Work closely with Finance team in the budget planning processes to ensure that project funds are expended according to procedures and plans

Staff supervision (5%)

- Provide supports and supervision to officers and staff of relevant unit



	<ul style="list-style-type: none"> • Work closely with HR/Admin manager related to health worker profile and capacity building opportunities
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 solid understanding of organizational development principles and methodologies, as well as experience in OD related activities 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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