



## **VACANCY ANNOUNCEMENT**

Job Title	Program Coordinator (OCD)
Department	Program
Employment status	Full-time
Number of Position	1
Location	Chiang Mai, Thailand
Travel	Travel up to 50%, as and when required
Reports to	Senior Program Coordinator
Reporting to this position	Nil

**Inspire Asia (IA)** is a community-based non-government organization established to empower local communities for their sustainable development. INSPIRE ASIA works together with local organizations to increase their capacity to deliver essential health, education, development, social and humanitarian assistance services in Myanmar and Thailand. For over a decade, INSPIRE ASIA has honed its expertise in equipping local partners and organizations with the skills and resources needed to provide primary healthcare, education, livelihood opportunities, and community development programs in both suburban and remote areas.

INSPIRE ASIA is currently looking for a qualified candidate to support Organization Capacity Development (OCD) not only for IA but also for partners. The Program Coordinator (OCD) will work closely with the Program and MEL teams to ensure that all the organization capacity assessment, organization development action plans and customized supports are fulfilling the organization's requirements.



## **Primary Responsibilities**

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Under overall supervision of Senior Program Coordinator and in collaboration with other team members, this position will

- Conduct initial assessments or re-assessments for partners to identify areas where the organization could improve its performance, culture or structure and to track the progress of implementation.
- Design and conduct organizational capacity development activities for IA and partner organizations
- Facilitate and organize trainings and workshops for civil society organizations' capacity strengthening related to Organizational Capacity Development interventions, community engagement, social accountability and community feedback mechanism
- Take part in designing, delivering and improving of cross-cutting themes for the projects in IA
- Collect and update data in organizational capacity development tracking sheets for partner organizations
- Maintain regular communication with partner organizations to investigate the needs to provide interventions related to organizational capacity development
- Lead the tracking process of each organization's capacity development activities in regular basis to build a program implementation OD database
- Proof-read training reports and meeting reports
- Assist Senior Program Coordinator in developing strategies and data analysis for organizational development interventions
- Facilitate relevant stakeholder engagement workshops within IA and partner organizations
- Promote a culture of continuous improvements within the organization and help it adapt to changes in the international trend.



- Leading the design, development, and implementation of programs, policies and strategies customized to fulfill organizational development needs and achieve program objectives

### **Regular Responsibilities**

- Organize the training schedules for the activities with different partners
- Support all administrative and financial tasks related to the project according to IA policies.
- Support in developing OCD training curriculum for the project
- Maintain positive relationship with partner organizations through regular check-ins and support

### **Partner Support**

- Develop a strong, reliable and responsible partnership with different partners
- Develop a record system for each partner organizations about different organizational development interventions over the time

### **Operations and Administration**

- Ensure preparation and submission of timely reports related to assigned activities
- Communicate closely with IA program teams and other departments for required operations

### **Essential Skills**

- Bachelor's degree in a relevant field, preferably in organizational development, human resources, administration, business administration, etc. Master degree is preferred.
- At least 3 years of experience in organizational development or a related position and NGO work is a plus.
- Excellent verbal, reading, and written communication and presentation skills, in both Myanmar and English.
- Good coordination, critical thinking, and ability to manage simultaneous tasks with deadlines.
- Experience in working in a diverse and multicultural environment.



- Proficiency in MS Office Suite and other relevant software applications.
- Ability to multi-task and manage simultaneous priorities under tight deadlines.
- Strong organizational, secretarial, and planning skills with attention to detail Ability to apply discretion and handle sensitive confidential information.
- Excellent interpersonal skills with the ability to interact professionally with employees at all levels.
- Ability to travel as required to support organizational development initiatives.

### **APPLICATION INSTRUCTIONS**

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

**Email:** [learn@inspire-asia.org](mailto:learn@inspire-asia.org)

- The closing date for application is **21<sup>st</sup> June 2024**.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- INSPIRE ASIA is an Equal Opportunity Employer and considers all applicants based on merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.
- Candidates are required to declare in advance should there be any relative or family member currently employed in INSPIRE ASIA. 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 the successful award of the project and final approval by the donor at all levels.

**\*ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED FOR PERSONAL INTERVIEW.**