



## **JOB DESCRIPTION**

Job Title	<b>Program Coordinator</b>
Department	Program
Employment status	Full time
Number of positions	1
Location	Chiang Mai, Thailand
Travel	Up to 50% of work time
Reports to	<b>Senior Program Coordinator</b>
Reporting to this position	NA

**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 for the position of **Program Coordinator**. The Program Coordinator will support the Senior Program Coordinator to track the technical assistance strategy, respond to capacity strengthening needs of local implementing partners, monitor progress and compliance, conduct quality assurance and contribute to evaluation and reporting on the progress of planned activities.

### **PRIMARY RESPONSIBILITIES**

Support the Senior Program Coordinator to:

- Review partner's sub grant proposals, budgets, programmatic and financial reports, and grant payment documentation
- Review partner's sub grant activities for compliance with the project's purpose and objectives



- Maintain accurate and complete files of sub grant documentation
- Support the evaluation of small grants applications, proposals, and awards to ensure adherence to the organization and project's grants management procedures
- Ensure that the small grants to local CSOs, ethnic service providers, and village-level structures are implemented as per the activity objectives and design
- Organize training and technical guidance to partners and small grants recipients on the grant's management procedures, financial management processes, and reporting requirements
- Support monthly monitoring of sub grant expenditure against approved work plans and budgets, communicating any areas of variance with suggested corrective actions
- Support regular monitoring & evaluation of sub grantee's progress towards milestones
- Coordinate technical and operational capacity assessments and provide ongoing capacity strengthening and mentorship to consortium partners and their small grants recipients
- Support in monthly monitoring of sub grant expenditure against approved work plans and budgets, communicating any areas of variance with suggested corrective actions. Monitor funding agreements and ensure financial accountability.
- Support MEL team regarding the development of monitoring tools and ensure accurate data collection.
- Ensure that partners submit timely and high-quality reports
- Update the small grants tracking system in a timely manner
- Lead in organizing partner coordination meetings
- Any other tasks assigned by the Senior Program Coordinator

### **OPERATIONS AND ADMINISTRATION**

- Work with the finance team and program staff to prepare annual and quarterly budgets, forecasts, and financial reports, and to ensure that all the program expenses are within the budget and have appropriate supporting documentation
- Assist the Senior Program Coordinator to meet with donors, international organizations, and local partners as needed, and help to ensure that donor requests are handled promptly and effectively
- Support the Senior Program Coordinator with organizing workshop and meetings as required.



## **ESSENTIAL SKILLS**

- Bachelor's degree in community development, medicine, public health, or related field, or equivalent work experience. Master's degree in relevant field preferred.
- Minimum 4 years of experience working on donor-funded projects, preferably UN and USAID, and contributing to all reporting requirements
- Demonstrated experience in program management, coordinating with local institutions and organizations, donors, other projects funded by UN and USAID.
- Experience in capacity strengthening
- Strong interpersonal skills
- Excellent verbal and written communication skills in English and Burmese for engaging stakeholders, partners and reporting.
- Ability to work effectively in diverse and complex cultural settings
- Ability to establish priorities in a time sensitive environment and meet deadlines with strong attention to consistency, detail, and quality.
- Flexibility to allow for travel (up to 50% of work time), variable working hours, and some modifications of tasks and responsibilities as team and project needs change

## **APPLICATION INSTRUCTIONS**

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to **Email:** [hr@inspire-asia.org](mailto:hr@inspire-asia.org)

The closing date for application is **31<sup>st</sup> January 2025**.

- 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.**