



JOB DESCRIPTION

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

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 **Senior Program Coordinator**. The Senior Program Coordinator will assist the Deputy Director in ensuring the timely and high-quality execution of program objectives. SPC will typically lead in the planning, implementation, and evaluation of programs aimed at addressing health and humanitarian needs. SPC will act as a bridge between the organization's leadership, project staff, donors, partners and other stakeholders to ensure the program's success.

PRIMARY RESPONSIBILITIES

Support the Deputy Director to:

- Manage all aspects of program and project planning, development and implementation for a range of projects including developing project plans, coordinating resources, managing budgets and meeting reporting requirements, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope and established project management methodology.



- Implement and foster adherence to the established policies, regulations, guidelines and procedures
- Review partner's sub grant proposals, budgets, programmatic and financial reports, and grant payment documentation
- Assist in drafting sub-grant agreements and modifications, acting as focal point for review, provide feedback and get approval from Deputy Director (DD) and Executive Director (ED).
- Monitor partner's sub grant activities for compliance with the projects' 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 IA or donor's grants management procedures
- Ensure that the small grants to local CSOs, ethnic service providers, and village-level structures are implemented as per the project's objectives and design
- Provide training and technical guidance to partners and small grants recipients on grants management procedures, financial management processes, and reporting requirements
- Leading 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.
- Lead regular monitoring & evaluation of sub grantee's progress towards milestones.
- Oversee and support the development of monitoring tools and ensure accurate data collection.
- Coordinate technical and operational capacity assessments and provide ongoing capacity strengthening and mentorship to consortium partners and small grants recipients
- Ensure submission of timely and high-quality donor technical reports
- Lead and manage project teams, providing guidance and support. Train the staff to improve program quality and sustainability.
- Coordinate with the donor to develop calls for expressions of interest and special award conditions to address identified gaps and risks
- Identify potential risks to program delivery and develop mitigation strategies
- Update the small grants tracking system in a timely manner
- Any other tasks assigned by the Deputy Director



OPERATIONS AND ADMINISTRATION

- Work with the finance team and program staff to prepare annual and quarterly budgets, monthly fund forecasts, and financial reports, and to ensure that all IA program expenses are within the budget and have appropriate supporting documentation
- Assist the Deputy Director for the hiring and retention of competent, qualified staff
- Assist the Deputy Director to meet with donors, international organizations, and local partners as needed, and help to ensure that donor requests are handled promptly and effectively
- Lead in organizing workshop and meetings as required.

ESSENTIAL SKILLS

- Master's degree in community development, medicines, public health, or related field, or equivalent work experience
- Minimum 5 years of experience working on donor-funded projects, preferably funded by 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.
- Strong leadership and team management skills
- 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

The closing date for application is **31st 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.**