



**NATIONAL YOUNG WOMEN'S CHRISTIAN ASSOCIATION
MYANMAR**

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Yangon, Myanmar.
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Vacancy Announcement

Job title	Program Coordinator
Location	National YWCA Office , Yangon ,Myanmar
Reports to	General Secretary
Deadline for Application	15th June 2021

Role Statement

This position must understand and be committed to the work of the YWCA and closely works with the General Secretary, Associate General Secretary, Executive Committee and the Board of Management to implement the resolutions and recommendations of the National YWCA. The Program Coordinator must ensure that all YWCA movements and developments are for sustainability in line with the YWCA's constitution, purpose, values, and policies and also to keep abreast with current trends, concepts and preserve beneficial concepts.

Specific duties and responsibilities

- Directly responsible to the General Secretary (GS)- meeting once a month with the General Secretary to discuss and report all program activities. Regular visitation to all the Local YWCAs (local chapters) is necessary for the smooth implementation of the programs-to discuss and suggest possible program ideas/activities/projects with the local YWCAs so that they will be mobilized and encouraged to initiate program activities locally.
- Have prior discussion with the General Secretary in order to write project proposal (s) for the local YWCAs.
- Request for the General Secretary's approval for the implementation of all the proposed activities including the projects.
- Report to the General Secretary about the trainings that the Local YWCAs would like to organize in their respective local chapters.
- Draw yearly plan regarding all the tentative program activities.
- Write reports regarding the program activities/projects and record them systematically and must be able to present them on request.
- Knowledgeable about organization (Government Organizations-GOs, Non-Profit making and non-Governmental Organizations (NGOs-both international and local) and all the YWCA partner organization for networking and program implementation.
- Keep proper accounting (for example: keeping all the receipts related to local YWCAs visits and other office work related expenses) and report to the Business Secretary. For all local travels, systematic use of the funds

(using economy class for all travels-by air, by land and by sea and other travels) is strongly encouraged-keeping all the records regarding the use of funds to show them on request.

- Attend (when assigned) without fail the Executive meetings (EC meeting) Board meetings to report all the programs/projects that are being carried and or planning to implements
- Work to determine possible programs/projects for the development of women and girls in the community and report to the General Secretary for further implementation of programs/projects and to contact the resource persons for implementation of the proposed programs/projects.
- Serve as responsible secretary to the Projects Committee meeting _to present issues to be discussed (clearly and concisely) in the meeting and to record the meeting minutes.
- Have excellent interpersonal communication skills.
- Attend work related trainings as requested by the National YWCA.
- Understand clearly the mission and the purpose of the YWCA in order to implement program activities in the communities.
- Must not take any kind of advantage through the YWCA and be honest and loyal to the association at all situations.
- Computer literacy is a must.

Work experiences and skills

- Experience working in a women's organization, such as the YWCA, with knowledge and skills in programme and administration.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external partners
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Have creativity, ideas and enthusiasm in planning program activities
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Proven team working ability
- Commitment to and understanding of YWCA mission, values and principles.
- Ability to work independently.
- Willingness to work overtime and on weekends when needed.

How to Apply

If you are interested in applying for this position please submit the following to nywcahunit20@gmail.com not later than 15th June 2021 (Tuesday)

- CV
- Cover Letter
- Two References

*Only those who are shortlisted will be called for interview.