

Job Announcement

Burma News International (BNI) is seeking a Program Coordinator to serve as a key individual for the management of BNI’s program. This is a full-time position based in the BNI main office, with a three-month probation period. The Program Coordinator will work closely with the program team members under the direct supervision of the Operations and Program Manager. The Coordinator is responsible for the overall management of program planning, implementation, and reporting, collaborating effectively and efficiently with both program team members and BNI member organizations. The program coordinator is also responsible for the successful implementation of BNI on job internships.

Position	Program Coordinator
Employment Status	Full-time – 14 Months with 3 Months’ Probation
Application Closing Date	30 November 2024
Starting Date	1 st January 2025
Duty Station	BNI Main Office

Program Coordinator Job-Descriptions

- Lead the program in the initial planning, implementation, monitoring, and evaluation stage through the project program life cycle.
- Coordinate the recruitment and arrangement of internships with the BNI members’ organizations.
- Coordinate identified Organization capacities assessment with respective person and supporting ongoing capacity of BNI and its member organizations.
- Manage the small grant program to strengthen the member organization’s capacity and monetization through supporting and providing the small grant.
- Ensure the accomplishment of BNI project activities within a recommended schedule.
- Coordination and collaboration with the program teams, operation team members, and BNI’s member organizations.
- Monitor expenditures according to the approved budget and collaborate closely with the finance, HR, logistics, and program teams to ensure value for money. Additionally, ensure timely financial reporting in compliance with donor requirements.
- Consistently review the budget versus actual (BVA) with the finance team and line manager to monitor spending and address any under- or over-spending.

- Ensure project accountability and financial accountability
- Managing staff and involving in the hiring employees process together with HR and respective person if needed.
- Conducting capacity building for team members if there is any necessity.
- Analyzing accounting and financial data, M&E data, and leading the quality assurance of the operational and programmatic activities
- Ensure the quality of BNI interventions and data quality
- Work closely with the MEAL team in developing and maintaining feedback mechanisms and utilize the data provided for decision-making.
- Conduct periodic collection of information to ensure good practices and success stories are documented and shared with relevant teams.
- Collect and consolidate narrative/financial report, quarterly narrative/progress review, and project completion reports not only internal but external donor reporting through generating qualitative reports and giving presentations.
- Keep track of all donor compliance requirements and ensure their adherence
- Set up a team spirit and team functioning guaranteeing synergies and exchange of good practices among the program teams, operation teams, and BNI members
- Create a congenial/friendly working environment for all staff members, project consortium partners, and learning culture
- Ensure to work with the M&E team and program team and make sure to use practical indicators and monitoring tools and processes (both qualitative and quantitative) for the integration of gender equity and social inclusion, including Women, Peace and Security (WPS – 1325)
- Promote the learning process from participant’s feedback, M&E, research, and relevant internal and external thematic trends in best practices to inform strategic and programmatic decision-making and management action with BNI and its members
- Assist operation and program manager in program and operational management activities
- Work and carry out any task that is assigned by the line manager
- Actively promote “Prevention from Sexual Harassment, Exploitation and Abuse (PSHEA)” standards within BNI and amongst its beneficiaries.

Qualifications

- A Bachelor’s degree (Master’s preferred) in media (or) social-related studies
- Have at least 4 years of working experience in programs and project coordinator roles

- Familiarity with the working nature of CSOs and NGOs and working experience with INGO is an asset
- Has an in-depth understanding of program and project management activities and designing
- Good command of English communication skills and fluent in Burmese or other Ethnic Languages is highly preferred
- Excellent coordination and communication skills
- Motivated and able to work under high pressure

Interested candidates who meet the aforementioned requirements are required to submit a cover letter, an updated CV, and two reference letters (from most recent work) via email only to adminhr@bnionline.net. The application subject line should mention the job title. Only short-listed candidates will be contacted for a final selection.

BNI is an equal opportunity employer. Women and ethnic applicants are strongly encouraged to apply.

About BNI

Burma News International (BNI) was established in Kolkata, India, on 11th February 2003 which is an ethnic media network with 15 independent media/news organizations as members. They are Chin World, Development Media Group, Kachin News Group, Kaladan Press Network, Kantarawaddy Times, Karen Information Center, Khonumthung Media Group, Mizzima News, Independent Mon News Agency, Narinjara News, Network Media Group, Shan Herald Agency for News (S.H.A.N), Than Lwin Times, The Voice of Shan-Ni, and Myitkyina News Journal.