Employment Opportunity: Administrative Manager
Full Time in Mae Sot, Thailand

Description of Organization: Planet Care/Global Health Access Program is a small, non-profit organization working to improve the well-being of communities in crisis, through the provision of health and public health services, capacity building, and resource enhancement. Our work currently focuses on Burma. Projects include malaria control, reproductive health, tuberculosis, trauma management, and population-based surveys on health and human rights. For more information, please visit www.ghap.org.

Summary: We are seeking a dynamic individual to add to our team who will serve as key administrative management for this small but growing nonprofit. In addition to managing GHAP’s local administration, this individual will work closely with our local partners to develop their own administrative capacity, as well as supervise the work of GHAP Fellows and other volunteers. We seek someone who is committed to efficiency but can understand the flexibility required in a small, responsive organization. We seek someone who can contribute to the vision for our organizational development, and help get us there, and someone who can help inspire vision in our local partners.

Key job responsibilities:

Management
- Actively participate as a member of the senior management and contribute to maintaining high standards of personnel and financial management
- Supervise, motivate and recruit GHAP staff and Fellows to ensure the delivery of high-quality products within set deadlines, effective working methods, a positive working atmosphere and good communication. This includes recruitment, staff evaluations, and conducting weekly staff meetings.
- Oversee and manage GHAP’s field administration, based out of our Mae Sot office.

Organizational Development and Capacity Building
- Contribute to the development of GHAP’s organizational structure.
- Contribute to the organizational development of our partners by assisting them with strategic planning, and providing administrative and management training.

Representation and Liaison
- Effectively communicate with key stakeholders and local partners organizations in order to maximize the impact of GHAP’s work.
- Assist local partners with unexpected tasks that arise, as needed.
Development and Finance

• Lead preparation of GHAP’s donor reports, including writing, compiling contributions from program staff, and managing the reporting schedule
• Lead or participate in proposal writing, in cooperation with pertinent program staff.
• Lead budget oversight, including Mae Sot finances, individual program budgets, and managing subgrants.

Dates and work week: The position will begin on or around July 1, 2010 and continuing for a minimum of two years, longer preferred. The position is full time, including 40 hours per week Monday through Friday and occasional Saturday activities, particularly around report and proposal deadlines, and when GHAP visitors are in Mae Sot.

Required Qualifications:
• Minimum 3-5 years experience in
  o Active program or organizational management and administration
  o Budget management and basic program accounting
  o International work or volunteer experience in a less developed country
• Relevant academic qualifications (MPA, MBA focusing on non-profits, MPH focusing on management, or equivalent experience)
• Proven ability to:
  o Produce successful grants
  o Produce high quality donor reports
• A high degree of organization, ability to solve problems, multitask, and leverage limited resources
• Ability to establish priorities in a time sensitive environment and meet deadlines with strong attention to detail and quality
• Ability to navigate complex interpersonal situations and relationships
• Fluency in written and spoken English
• Working knowledge of Microsoft Excel

Preferred Qualifications
• Working knowledge of Quickbooks
• Proficiency in Burmese, Karen, and/or Thai
• Familiarity with Burma issues, generally, or Mae Sot context, specifically

Application Process:
Candidates should send a CV and covering email explaining why they are interested in this position and why they are a good candidate to info@ghap.org by May 1, 2010. Only short listed candidates will be contacted.
Compensation:
Salary commensurate with experience and qualifications, one round trip airfare to Bangkok, evacuation and health insurance
Employment Opportunity: Health Information Systems Coordinator
Full Time in Mae Sot, Thailand

Description of Organization: Planet Care/Global Health Access Program is a small, non-profit organization working to improve the well-being of communities in crisis, through the provision of health and public health services, capacity building, and resource enhancement. Our work currently focuses on Burma. Projects include malaria control, reproductive health, tuberculosis, trauma and landmine injury management, and population-based surveys on health and human rights. For more information, please visit www.ghap.org.

Summary: We are seeking a Health Information Systems Coordinator to work in our field office. Key responsibilities include:

- Set the vision for health information systems (HIS) and public health training and HIS-related technical support for GHAP's partners
- Develop and maintain training curricula and handbooks, conduct training, and provide focused one-on-one training to build the capacity of local staff on:
  - Health information systems
  - Public health and basic epidemiology and biostatistics
  - Monitoring and evaluation
  - Designing databases in Microsoft Excel and Microsoft Access
  - Designing data collection forms
  - Writing program indicators
  - Managing data entry and cleaning and validating data
  - Calculating program indicators using program data
  - Interpreting indicators to track progress towards program goals and objectives
- Build the capacity of local staff to conduct training on the topics above themselves
- Facilitate standardization of health information systems among GHAP's partners
- Assist with implementation of cross-sectional surveys focused on morbidity, mortality, and human rights, including:
  - Assisting with design survey instruments
  - Assisting with design of sampling frames and sampling methodology
  - Conducting sample size calculations
  - Training of surveyors
  - Debriefing of surveyors
  - Cleaning and analyzing cross-sectional survey data in Stata
  - Summarizing of survey results in written internal reports
• Interface and coordinate with community-based organizations, NGOs, donors, and other agencies
• Supervise GHAP fellows and local staff working on HIS, public health training, or surveys
• Assist with writing grant proposals, narrative and financial reports for HIS-related grants
• Be prepared to work on unexpected tasks that arise as needed and remain open to evolving nature of projects and responsibilities

Dates and work week: The position will begin on or around June 1, 2010 and continuing for a minimum of two years, longer preferred.

Required Qualifications:
• Relevant academic qualifications (MPH or related field)
• Very strong computer skills, including a working knowledge of Microsoft Access, Microsoft Excel, and Stata
• Experience designing databases, cleaning and validating data
• Experience designing survey instruments
• Knowledge of internationally used public health indicators
• Experience with capacity building
• Training and/or teaching experience
• Fluency in written and spoken English
• Willing to travel within Thailand up to 25% of the time

Preferred Qualifications
• Working knowledge of Visual Basic and SQL
• Knowledge of sampling methods and sample size calculations
• Proficiency in Burmese, Karen, and/or Thai
• Knowledge of Burma
• Knowledge of delivering health care to displaced persons in conflict zones

Success Factors
• A high level of patience in teaching complex concepts to people with limited English skills
• Ability to quickly and independently find solutions to problems that arise
• Ability to manage and complete numerous simultaneous tasks with a high degree of organization and limited resources
• Ability to establish priorities in a time sensitive environment and meet deadlines with strong attention to detail and quality
• Ability to navigate complex interpersonal situations and relationships
• Have or be prepared to quickly develop a strong understanding of the local cultural and political context and be able to work successfully within these contexts
Application Process:
Candidates should send a CV and covering email explaining why they are interested in this position and why they are a good candidate to info@ghap.org by April 30, 2010. Only short listed candidates will be contacted.

Compensation:
Salary commensurate with experience and qualifications. In addition, one round trip airfare to Bangkok per year, evacuation and health insurance, and visa-related expenditures will be provided.
Employment Opportunity: Reproductive Health Program Coordinator
Full Time in Mae Sot, Thailand

Description of Organization: Planet Care/Global Health Access Program is a small, non-profit organization working to improve the well-being of communities in crisis, through the provision of health and public health services, capacity building, and resource enhancement. Our work currently focuses on Burma. Projects include malaria control, reproductive health, tuberculosis, trauma and landmine injury management, and population-based surveys on health and human rights. For more information, please visit www.ghap.org.

Summary: We are seeking a Reproductive Health Program Coordinator to manage GHAP’s technical assistance to several community based health organizations, which we support in implementing reproductive health programs. The level of assistance to each partner varies according to individual and organizational capacities. Some require only assistance reviewing their training curricula, helping to improve their trainings, and working with them to improve data collection and interpretation. For others we directly conduct the trainings, focusing on teaching reproductive health workers how to train traditional birth attendants (TBAs), antenatal care, emergency obstetric care, postnatal care, and family planning. Our partners work with internally displaced persons and people living in conflict areas of Eastern, Northern, and Western Burma.

Key responsibilities include:

• Build the capacity of program coordinators from our local partner organizations to conduct literature review on reproductive health best practices and design public health interventions and monitoring and evaluation systems.

• Build the capacity of program coordinators from our local partner organizations to conduct day-to-day program tasks:
  
  • Develop curricula for health worker training
  • Assist with supplies estimates and orders
  • Preparation for and assistance in implementation of health worker trainings
  • Budget development and program accounting
  • Write short program reports and work with local partners to develop advocacy reports
• Work one-on-one with partner organizations to troubleshoot and assist with program issues.

• Build partners’ capacities to collect, manage, and analyze data, identify and calculate program monitoring indicators, and conduct program evaluation.

• Work with local partners to coordinate and standardize programs across agencies.

• Keep abreast of current international standards, best practices, and new developments related to reproductive health.

• Assist with GHAP report writing and grant proposal writing related to reproductive health programs.

• Participate in budget oversight including reconciliation of sub-grantee budgets with GHAP budgets for reproductive health projects.

• Provide technical support for reproductive health coordination meetings.

**Dates and work week:** The position will begin on or around July 1, 2010 and continuing for a minimum of two years, longer preferred. The position is full time (40 hours Monday through Friday), and must be available for some Saturday trainings, and periodic travel, including at least two three week trips to the India Burma border, and two to the China Burma border, each year.

**Required Qualifications:**
• Clinical training as physician, nurse, or midwife; Master's degree in public health or related field; or advanced training in reproductive health
• Training in reproductive health, familiarity with best practices
• Capacity building, teaching, or training experience
• Fluency in written and spoken Burmese and English
• Passport and ability to travel within Thailand, as well as to China and India
• Computer fluency, including working knowledge of Microsoft Excel

**Success factors:**
• A high degree of organization, ability to solve problems, multitask, and leverage limited resources
• Strong team leadership, managerial, and interpersonal skills
• Ability to establish priorities in a time sensitive environment and meet deadlines with strong attention to detail and quality
• Ability to navigate complex interpersonal situations and relationships

**Preferred Qualifications:**
• Proficiency in Karen, Kachin, Chin or Thai helpful
• Report and grant proposal writing experience
• Experience in budget management and basic program accounting
• Working knowledge of Microsoft Access

**Application Process:**
Candidates should send a CV and covering email explaining why they are interested in this position and why they are a good candidate to info@ghap.org by May 15, 2010. Only short listed candidates will be contacted.

**Compensation:**
Salary will be discussed on an individual basis.