



## Labor Contract Opportunity - EQHA Program Coordinator

The International Training and Education Center for Health (I-TECH) at the University of Washington is recruiting for a **Program Coordinator** to work with the Enhancing Quality of Healthcare Activity (EQHA) project in Cambodia.

### Project overview

The overall goal of the *EQHA* project in Cambodia is to improve the quality of public and private health services at national and sub-national health systems by August 2023. The project, funded by the US Agency for International Development (USAID), is being implemented by Family Health International (FHI360) in collaboration with I-TECH and other partner organizations. The scope of work for I-TECH is focused on improvements to 1) the national health policy regulatory framework; and 2) national pre-service health education and training institutions. I-TECH has an outstanding opportunity for a **Program Coordinator** to support the project. The main role for this position is to provide implementation and operations coordination; finance, travel, payroll, and logistical support to the team working for I-TECH on *EQHA* in Cambodia. This position will work closely with both Cambodia-based *EQHA* staff, and the *EQHA* I-TECH HQ team based in Seattle, WA, USA.

### Employer overview

I-TECH is a center within the University of Washington's Department of Global Health and maintains 13 offices in Africa, Asia, Eastern Europe, and the Caribbean Region. I-TECH's worldwide staff work in partnership with local ministries of health, universities, non-governmental organizations (NGOs), medical facilities, and other organizations to support the development of a skilled health work force and strong national health delivery systems. I-TECH's activities occur primarily in the technical areas of health systems strengthening; health workforce development; operations research and evaluation; and prevention, care, and treatment of infectious diseases. For the *EQHA* project, the Cambodia-based I-TECH team are labor contractors (consultants), hired by and paid through a local third-party human resources vendor. The **Program Coordinator** will be based in Phnom Penh in the Cambodia Country Office of FHI360.

### Responsibilities

#### Implementation & Operations Coordination:

- Work with *EQHA* Chief of Party and I-TECH HQ-based staff to implement program activities according to the work plan
- Engage with other *EQHA* partners to ensure consistent communication and efficient coordination of all *EQHA* activities
- Problem-solve and troubleshoot implementation challenges in coordination with the *EQHA* team and I-TECH HQ
- Assist in developing program calendars and work schedules for local staff
- Assist in development of documents and plans for activities, estimated budgets and implementation progress as requested
- Assist in facilitating meetings between project partners
- Monitor all program activities against planned targets and deliverables
- Coordinate the collection of all program related data and manage preparation of all required I-TECH project reports, in coordination with HQ-based *EQHA* and other partners
- Arrange translation services (Khmer) for meetings, materials and trainings as needed
- Arrange and manage local travel as needed for program staff

- Assist with logistics for HQ-based visitors
- Participate in regular meetings via Skype, Zoom or conference calls with project staff
- Other operations-related duties as assigned by I-TECH HQ-based staff

**Finance and HR Coordination:**

- Manage and safeguard all in-country finances, including a cash fund used for local program expenses
- Maintain an accurate accounting of local funds, and report regularly on the status of local funds
- Collect and maintain receipts for local expenses, and submit on a regular basis for fund reimbursement
- Coordinate and ensure regular submission of consultant timesheets to local HR firm
- Work with local HR firm to ensure timely payment for consultants
- Track benefit and leave balances for team of local consultants, work with HR firm to manage benefit package for local consultants
- Other finance-related duties as assigned by I-TECH HQ-based staff

**Qualifications:**

- Post-high school training in project coordination, finance management or equivalent experience; Bachelor's degree in business, program administration, or a related field preferred.
- Must have at least 3 years' experience in project operations coordination and/or project finance management.
- Previous responsibility involving project coordination and/or finance management for a foreign-based NGO desired.
- Knowledge of and experience with budget development and management.
- Knowledge of accounting desired.
- Knowledge of project management tools and techniques to plan, schedule, implement, operational projects desired.
- Skills in coordination, communication, and developing relationships with colleagues and local vendors.
- IT Skills - Basic MS Excel and internet skills are required.
- Language requirements - Speaking/Reading/Writing of Khmer is required. Speaking/Reading/Writing English is required.

**Contract rate:** Negotiable upon qualifications, benefits included.

**Contract terms:**

1 year contract, requiring approximately 176 hours (22 days) of effort per month.

**Guidance for Application**

Interested candidates must submit the following, in English or the application will not be considered.

- Cover letter describing their interest including past experience and future goals;
- 3 professional references;
- Curriculum vitae;
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements as listed above.

**SUBMIT APPLICATIONS TO:** [egha@itech-cambodia.org](mailto:egha@itech-cambodia.org) with the title (EQHA Program Coordinator) in the subject line. Preference will be given to applications received by **January 11, 2019**.