Vacancy Announcement (016/2024)

Pyi Gyi Khin (PGK), established in 1997, is a non-governmental organization working together with local and international organizations. Pyi Gyi Khin strives for the rights of every citizen, especially women and children, and provides necessary services through capacity building of the people and necessary advocacy work.

PGK have implemented projects and programs on the community-based HIV prevention and ART support, community-based MDR - TB care project, TB care in Hard-to-Reach Areas, and the Local Engagement and Development for TB (LEAD-TB) project, with the support of GFATM, USAID and International NGO and partners.

Now PGK is recruiting a qualified candidate for **Program Officer (DR-TB)** under GFATM Project.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Program Officer (DR-TB)</th>
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<tbody>
<tr>
<td>Number of Post</td>
<td>1</td>
</tr>
<tr>
<td>Level</td>
<td>5</td>
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<tr>
<td>Grade</td>
<td>C1</td>
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<tr>
<td>Salary</td>
<td>USD - 673</td>
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<tr>
<td>Report to</td>
<td>Program Manager (DR-TB)</td>
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<tr>
<td>Duty station</td>
<td>Yangon</td>
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**Roles and Responsibilities**

**Planning and Management:**

- Plan, manage, implement, and review activities to ensure alignment with organizational goals in a timely manner.
- Participated in organizational monthly and weekly planning meetings regarding logistic and financial matters related to organizational and program activities.

**Program Management:**

- Responsible for the overall comprehensive management and supervision of all aspects of the implementation activities related to MDR-TB.
- Contribute to Project Management tools, particularly Work Plans and M&E plans, and participate in Project and Budget reviews processes.
- Ensure achievement of outputs, overall project development strategies, and maintain in-depth knowledge of TB and MDRTB support for Prevention, Care, and Support activities, working in partnerships with M&E Manager and M&E Officer.
Collaborate with the Program Manager in developing and executing program strategies.

Implementation and Support:
- Effectively implement activity plans to ensure achievement of outputs based on the approved project work plan.
- Provide technical support with regards to DRTB knowledge to achieve project results and provide necessary technical assistance to the project implementing team, including volunteers.
- Review and clarify reports submitted from field project activities, troubleshoot issues, and take necessary action as required.
- Supervise project assistants and implementing teams, including volunteer monitors/volunteers in the assigned townships.

Stakeholder Coordination and Engagement:
- Advocate Township level authorities, Township Health Staff, and other stakeholders for the smooth running of project activities and building a good working environment.
- Communicate with other implementing partners and networks for necessary information and coordination of field activities.
- Maintain a professional working relationship with beneficiaries and counterparts.
- Actively participate and support in training and PGK implementing activities if necessary.
- Develop DR-TB monthly work plans and ensure supervision and working relationships with project assistants to achieve the best project outcomes.

Financial Management:
- Ensure preparation of timely activities fund requests and certify activity expenses as per the segregation of duties of PGK within approved budgets.

Monitoring and Reporting:
- Collaborate with M&E Manager, Officers conducting field monitoring/supervision to ensure quality achievement, efficiency, and effectiveness of services.
- Ensure the quality-of-service delivery to beneficiaries is in line with donor’s requirements and PGK’s Standard Operations Procedures and guidelines.
- Support regular reviews on reporting requirements, documents, and make corrections for monthly or Biannually M&E reports in assigned townships.

Additional Assignment:
- Perform necessary duties as assigned by the Program Manager when Organization is needed.
Personal Requirement

- Medical Doctors preferred, with valid SAMA accreditation and experience in civil society networks.
- Minimum of 3 years of experience in supervising and managing project activities, focusing on community mobilization, preferably within an NGO in the public health sector.
- Knowledge of health education and training techniques on TB/MDR TB, HIV will be advantageous.
- Demonstrated proficiency in interpersonal, communication, presentation skills, and creativity.
- Ability to excel under pressure and consistently meet deadlines.
- Capacity to work effectively in diverse cultural and social settings as a valuable team player.
- Strong collaboration skills and effective teamwork in diverse social environments.
- Proficient in Microsoft Word, Excel, PowerPoint, and utilizing office email systems.
- Fluency in both written and spoken English and Myanmar is highly beneficial.

Please note that all the applications must be in google format as mentioned below or available at MIMU Myanmar website.

Apply link:
https://docs.google.com/forms/d/e/1FAIpQLSeK0mC1zyqT4ybmXvL6Gr8NQzsO0lWjIDiFUtYFgiWudtnLYQ/viewform?uspssf_link

Notes for Application:

Interested individuals should submit an application letter specifying the position, along with an updated Cover Letter or Letter of Interest and a CV that includes a recent photo, educational qualifications, and contact details of (3) referees.

✓ The deadline date for application is March 12, 2024 (Tuesday) at 5: 00 PM.
✓ CV and Application Letter must be in the form of PDF Version only.
✓ We are not obliged to return the received application. Qualified women candidates are encouraged to apply.
✓ All facts mentioned in your CV form must be corrected.
✓ Candidates are also requested to mention in the applications if there is, blood/ marriage relationships with the existing Pyi Gyi Khin employees.
✓ Only short-listed candidates will be notified. Please no telephone enquiries.

PGK expects full commitment of its employees to the PGK Code of Conduct including PSEA policy.