Vacancy Announcement (017/2024)

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.

LEAD-TB, a 3-year initiative funded by the USAID, seeks to enhance Myanmar’s TB community network. LEAD-TB represents the follow-on phase of LATT-Myanmar, mobilizing community-led advocacy and services, expanding nationally, and targeting specific regions. Its primary focus lies in enhancing the quality of TB care and bridging gaps in care linkage through community-driven interventions.

To enhance the ownership of community networks, LEAD-TB will implement community-led monitoring (CLM) activities. Spearheaded by key population networks, and community groups, this endeavor aims to solicit feedback from HIV and TB service recipients, particularly underserved groups, to inform policy adjustments.

Now PGK is recruiting a qualified candidate for Program Assistant (CLM) under the LEAD-TB or LATT-Myanmar follow on project.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Program Assistant (CLM)</th>
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<tbody>
<tr>
<td>Number of Post</td>
<td>1</td>
</tr>
<tr>
<td>Level</td>
<td>6</td>
</tr>
<tr>
<td>Grade</td>
<td>B1</td>
</tr>
<tr>
<td>Salary</td>
<td>USD - 449</td>
</tr>
<tr>
<td>Report to</td>
<td>Program Officer (CLM)</td>
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<tr>
<td>Duty station</td>
<td>Based in Yangon with travel to States and Regions</td>
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</tbody>
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Key Responsibilities

Program Planning, Implementation, and engagement:

- Plan, manage, implement, and review activities to ensure to meet organizational goals in timely manner.
- Participate in organizational planning meetings, particularly regarding monitoring and evaluation, logistics, and financial matters relating to organizational and program activities.
• Assist Program Officer and Program Manager for implementation of programs activities related to building capacity of HIV Key Population Groups and Networks to implement CLM.
• Assist Program Officer to prepare and implement coordination and review workshops/meetings with Networks, Key Population Groups, and other relevant stakeholders.
• Assist Program Officer to engage with local authorities, civil society organizations, and other stakeholders to advocate for policy changes and program improvements based on monitoring results.

Training and Development:
• Coordinate training sessions and workshops for community members on monitoring techniques, data collection, and analysis.
• Provide support to individuals and groups relating to Community Led Monitoring (CLM) in accordance with the approved activities plan.

Administrative Support:
• Provide administrative assistance to the Community Led Monitoring (CLM) program, including scheduling meetings, preparing agendas, and managing correspondence.
• Maintain organized program files and documentation, ensuring easy access for team members.

Financial Management:
• Support the Program Officer to ensure preparation of timely activities fund requests and certifying for activities expenses as per segregation of duties of PGK within approved budgets.

Coordination and communication:
• Assist Program Officer and Program Manager to coordinate PGK's field staff (if required) and relevant implementation partners.
• Maintain sound professional working relationship and regular coordination with HIV Key Population groups/networks, donors, and all relevant stakeholders.
• Maintain monthly documents and data related program activities.

Monitoring and Reporting:
• Conduct monitoring and review work plans with the Program Officer to ensure the achievement of quality outputs/outcomes, efficiency, and effectiveness of project implementation.
• Support in ensuring the quality-of-service delivery to beneficiaries aligns with donor requirements and PGK's Standard Operations Procedures and guidelines.
• Support the preparation of donor reports and other program documentation related to monitoring and evaluation activities.

Additional Duties:
• Perform appropriate duties assigned by Program Officer or relevant Supervisor when needed.
Personal Requirements:

- Any graduate or relevant qualifications in health or social sciences.
- Minimum of 2 years of experience in conducting project activities with a strong motivation towards research and analysis on the quality of health services.
- Good interpersonal, problem-solving, facilitation, and presentation skills.
- Ability to work under pressure and meet deadlines.
- Ability to work effectively in social environments as a good team player.
- Computer literacy in Microsoft Word, Excel, PowerPoint, email, internet, and financial procedures.
- Good communication skills in English and Myanmar, both written and spoken, are preferred.
- Open to new learning and adaptive ways of working.

Please note that all the applications must be in google format as mentioned below.

Apply link: https://docs.google.com/forms/d/e/1FAIpQLSdgGj7rM9kD965YCCD-VW9IlsdR-Oqh3L_h-4qi4-p5NMih5w/viewform?usp=sf_link

Notes for Application:

Interested individuals should submit an updated Cover Letter or Letter of Interest along with their CV, which should include a recent photo, educational qualifications, and the contact details of (3) referees.

✓ The application deadline is 18th March 2024 (Monday) 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. We strongly encourage qualified women candidates to apply.
✓ All information provided in your CV must be accurate.
✓ 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 refrain from making telephone inquiries.

PGK expects its employees to fully commit to the PGK Code of Conduct, including the PSEA policy.

Admin and HR Department
Pyi Gyi Khin
No. 82, Maharsi Tharthana Yeik Thar Road,
Bahan Township, Yangon, Myanmar.