



VACANCY ANNOUNCEMENT #031-2024

8 April 2024

Sun Community Health ("SCH") is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff and representatives of our contractor (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Job Title	: Program Manager (Malaria)
Job/Role Grade	: 6/C
Report to	: Senior Program Manager
Contract Type	: Integrated Project Based
Unit	: Strategic Management Unit
Require Position	: “1”
Office/ Assigned Area	: National Headquarters/ Yangon

JOB SUMMARY:

Sun Community Health ("SCH") envisions a future for Myanmar that is covered with a universal healthcare, and one where all Myanmar families have the power, opportunity, and ability to access the healthcare when they need without financial hardship. SCH network consists of over 900 Sun GPs, 3,000 community volunteers and 2,000 pharmacies. SCH is accountable to the community and its stakeholders for ensuring that services delivered by SCH–affiliated providers are consistent with quality standards that are widely regarded in the medical community as being essential to quality of care.

Program Manager hold crucial roles in proper management of donor contracts, oversight on the implementation of donor deliverables, support the Senior Program Manager and Head of Programs in coordinating all the respective Departments within SCH to achieve donor deliverables and will alert the Senior Program Manager and Head of Programs if there are any delays, policy changes or other risks that might impact the achievement of donor deliverables.

DUTIES & RESPONSIBILITIES:

The duties and responsibilities of the **Program Manager** includes:

Program Management

- Developing the annual work plan, actively monitor the progress towards donor deliverables and flag to the team for any issues that will affect achievement.
- For operation team, together with Senior Program Manager and Head of Programs, prepare relevant strategy and identify needs, support to field operation teams and ensure their compliance with mission, vision and policies of SCH, donor agreements and adherence to annual work plans.
- Proactively address any gaps in the above tasks to ensure smooth implementation of programs in all health areas and activities.
- Participate in the calculation and monitoring of achievement Vs. cost and averted DALYs.

Financial Management

- Participate in monthly review of burn rates, together with the Senior Program Manager and Head of Programs and Grant & Budget Management team and address over- and under-spending with respective implementers.

Reporting

- Gather the data and prepare the analysis of technical information, together with Senior Manager (M&E) and Senior Manager (Data Science) needed for donor, government and/or local/international partner reports in specific health areas.

Strategic Planning

- Participate in the development of Annual Work Plan, Operation Plan, M&E Plan for respective health areas.
- Lead regular program review meetings in the respective health areas and address issues efficiently and timely.

New Business Development

- Prepare relevant background/technical information/achievement update (e.g. Briefing notes) for the Executive Director, National Director, Head of Programs and Senior Program Manager for usage during new funding opportunities.
- Support Senior Program Manager and Head of Programs in the development of proposals and budgets in response to local and international Request for Proposal or Expression of Interest.

Representation

- Support the National Director and Head of Programs, as needed, in her/his preparation for donor/government meetings in the respective health area and attend appointed meetings as needed.
- Support the Senior Program Manager and Head of Programs in the preparation of briefing notes, presentation slides, and other technical documents for presentation to government, donors, other partners and internal discussion.
- Support, act as alternate, or, join the Senior Program Manager and Head of Programs in preparations for donor visits, conferences, and meetings in the specific health area and coordination mechanisms with Government, Donor and Implementing Partners.



Sun Community Health

No. 3/1, Kant Kaw Myaing Street, Ward 8, Yankin Township, Yangon.

Tel: +95 1-966 9901

Compliance

- Required to know and understand SCH policies, all donor provisions for projects in the health area including restrictions by government or donor that will affect program implementation.
- Observe donor and government restrictions and address any issues in program implementation that may impinge on those restrictions.

Technical Leadership

- Keep well-informed of technical updates in the respective health areas through participation in technical trainings, conferences and relevant resources.

KEY SKILLS

The key skills required for the position of the **Program Manager** include:

Experience:

- Must have high understanding of SCH implementing health programs
- Must have excellent skill in using computer software (Microsoft Office tools) and superior analytic skill
- Must have strong negotiation and conflict resolution skill

Communication:

- Must have strong, articulate and compendious written/verbal English language skill
- Must be a good team player with leadership and team building mind
- Must be organized, systematic, and dynamic and must interact well with others

QUALIFICATIONS:

- M.B.B.S preferred or other health-related field. (Having a Master of Public Health degree is an asset.)
- At least 2 years-experience managing a health program
- Exceptional English skills
- Good management skills

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Three” referees, including your last employment for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY LINK”, not later than on the evening of April 30, 2024 (Tuesday).

SCH National Headquarters Office: No. 3/1, Kant Kaw Myaing Street, Ward 8, Yankin Township, Yangon.

(Apply Link: <https://smrtr.io/kbBsr>)

“SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDs status and disability.”

Only short-listed candidates will be invited for relevant tests and/or personal interviews.