



VACANCY ANNOUNCEMENT #036-2024

6 May 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	: Regional Manager
Job/Role Grade	: 6/C
Report to	: Deputy Head of Operations
Contract Type	: Integrated Project Based
Unit	: Regional Operation Unit
Require Position	: “1”
Office/ Assigned Area	: Yangon Regional Office

JOB SUMMARY:

The Regional Manager plays a critical role in leading and managing a Sun Community Health activity geographically/regionally. The Regional Manager is ultimately responsible for achieving the challenging DALY/MBO targets assigned to their region. They have to manage/coordinate the different channels of SCH field activities and act as a coordinator of field staff and office support staff as well as National staff and field staff.

DUTIES & RESPONSIBILITIES:

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

- Establish good relationship with regional administrative and health authorities through conducting regular advocacy in assigned region and ensure legislative approval for smooth running of field activities and respective project in assigned region;
- Lead and manage SCH regional activities in assigned region to meet or exceeding challenging DALY, MBO targets and training targets efficiently and effectively;

- Assist ARD in planning, organizing and implementing of field activities, expansion of programs and channels, defining territories and approving monthly schedules and targets for assigned region staff;
- Motivate the SCH operation team and create an atmosphere of team spirit and strong partnership;
- Conduct random field supervision/monitoring trips to ensure consistency of operations and quality standards of interventions in the SCH;
- Coach and guide Sr./Technical Support Officers, Community Coordinators, Community Mobilizers to improve technical skill, monitoring skill, communication skill/approaches and time management;
- Provide feedback to supervised staff as necessary and conduct performance appraisal to them;
- Together with ARD, organize and conduct regional meeting, channel meeting and capacity building activities for SCH staff of assigned region;
- Lead and manage change and the expansion of field operations in assigned region;
- Check and verify SCH field operation reports comply with SCH standards and guidance (technical, financial, MIS and administrative)
- Ensure commodity/IEC/Promo security for the assigned region;
- Coordinate between field staff and office based administrative and finance staff to overcome difficulties and constraints;
- Lead, coordinate and conduct different types of training for SCH in assigned region;
- Coordinate to ensure timely quality reports from the field staff and provide feedback to respective field workers for further improvement;
- Check and verify financial transaction, different types of field related reports of SCH assigned region;
- Liaise with ARD and National Team, involve in planning, revising and proposing regional plan and activities of SCH;
- Lead, attend, discuss and conduct presentation on regional partners meetings and Divisional/State level meeting;
- Analyze and tracking achievements against targets and submit reports and provide feedback to ARD, Regional Director and Strategic Management team at least quarterly and as necessary.

KEY SKILLS

The key skills required for the position of **Regional Manager** includes:

- **Leadership:** The Regional Manager must have strong leadership skills and demonstrate a strong ability to guide others.
- **Management Skill:** The Regional Manager must have exceptional management skills and be able to manage a large, complex and diverse business territory.
- **Operational Skill:** The Regional Manager must be highly organized and be able to manage many processes and activities simultaneously.
- **Critical Thinking:** The Regional Manager must be able to critically analyze business problems and proffer solutions to these issues.

QUALIFICATIONS:

- University Degree (MBA/MPA or equivalent/MBBS is a plus but not necessary)
- At least 5 years' experience managing complex development projects
- Exceptional leadership and management skills coupled with a quizzical mind
- Exceptional knowledge of SCH operations, programs and systems



Sun Community Health

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

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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 May 20, 2024 (Monday).

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

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

“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.

