



VACANCY ANNOUNCEMENT # 39-2024

9 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	: Field Office Manager
Report to	: Head of Operations
Job/Role Grade	: 6/C
Require Position	: “1”
Contract Type	: Integrated Project Based
Unit/ Office Location	: Regional Operation Unit/ Myitkyina Field Office
Assigned Area	: Kachin State

JOB SUMMARY:

The purpose of this position is to oversee Sun Community Health Network overall operations in a defined and assigned region. This will be achieved in three main ways:

- Leading and managing daily operations on both technical and operational perspectives to achieve goals and maximize health impact.
- Guiding management staffs in your regions by setting performance objectives, evaluating and optimizing operational performance while ensuring compliance is maintained.
- Leading a team to ensure well-organized and coordinated office administration and procedures, as well as financial operations, to enhance organizational effectiveness, efficiency and safety.

DUTIES & RESPONSIBILITIES:

The duties and responsibilities of **Field Office Manager** include:

- Representing Sun Community Health Network operations at State, regional, and national advocacy meetings and trainings.

- Building relationship with affiliated providers in a region to maximize outputs and proactively propose, plan and implement operations to address service gaps.
- Setting annual performance objectives, evaluating, and coaching subordinates (direct supervisees) to build a strong leadership team in the region.
- Identifying needs and capacity gaps of own staffs and affiliated providers, then developing an annual capacity development plan.
- Proposing and contributing provider and consumer insights by program or region to formulate strategic operation plans and targets.
- Assisting Head of Operations to develop a regional annual work plan and budget aligned with strategic operation plans.
- Working with the team to identify and communicate human and physical resource requirements for the regions to achieve SAOP targets.
- Regularly reviewing the implementation of the regional/state level work plans and ensuring timely expenditure of the annual budget in accordance with the SCH's authority matrix.
- Regularly analyzing efficiency and effectiveness of regional operations and identifying areas for potential cost saving or optimization.
- Assisting in 'risk mitigation' for the organization and its staff by identifying and reporting potential regional or national threats to the organization.
- Identifying success stories and lessons learnt for proper documentation to share with donors, government and national teams.
- Conducting supervision of field activities as required to ensure consistent operations and quality standards of interventions across the entire region.
- Developing inters or intra-office communication protocols, streamlining administrative procedures, inventory controls, office staff supervision and task delegation.
- Leading administrative team to build relationships, manage contract, negotiate prices with vendors, service providers and landlord, ensuring cost efficiency, and timely invoicing and payments.
- Leading administrative, warehouse and finance team to establish a historical reference for the office by outlining procedures for document protection, document retention, disposal, and retrieval.
- Ensure that office operations and program activities adhere to donor protocols, SCH's financial procedures, program support guidelines, and operational standard operating procedures for various projects and programs.

KEY SKILLS

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

<u>Leadership:</u>	Must have strong leadership skills and demonstrate a strong ability to guide others.
<u>Management Skills:</u>	Must have exceptional management skills and be able to manage a large, complex and diverse business territory.
<u>Organizational Skills:</u>	Must be highly organized and be able to manage many processes and activities simultaneously.
<u>Critical Thinking:</u>	Must be able to critically analyze business problems and proffer solutions to these issues.
<u>Others:</u>	Perform efficiently in high-pressure environment, demonstrate excellent problem solving and decision-making skills.

QUALIFICATIONS:

- University Degree (MBA/ MPA or equivalent is a surplus)
- Experience in managing complex development project
- Exceptional leadership and management skills coupled with a quizzical mind
- Exceptional knowledge of territory management, programs knowledge and systems strengthening



Sun Community Health

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

Tel: +95 1-966 9901

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 **22 May 2023 (Wednesday)**.

Sun Community Health Myitkyina Office: No. 39, Aye Saydi Quarter, Myitkyina Township, Kachin State, 09-257853575

(Apply Link: <https://smrtr.io/kr3D>.)

“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.

