



VACANCY ANNOUNCEMENT (Number - 055)

Position Title	:	Finance Officer
Report To	:	Deputy Head of Finance, Finance & Compliance Department
Duty Station	:	Yankin Township, Yangon
Contract Type	:	6 months contract with possible extension
Project Duration	:	1st July 2025 to 31st December 2025
Application closing date	:	4th July 2025

Myanmar Positive Group (MPG) is the largest National Network of People Living with HIV (PLHIV) in Myanmar registered as a local community-led, non-profit, community-based organization affiliated with over one hundred and sixty Self-Help Groups across Myanmar to work for PLHIV individuals, Key affected Populations (KPs) and their families over the past nineteen years since our foundation in 2005.

Our mission is to represent and serve our community through sustainable community-led intervention strategies that address the needs and concerns of PLHIV and KPs with primary focus on the area of 1) Capacity Building, 2) Networking, 3) Representation, 4) Reduction of Stigma and Discriminations, 5) HIV Service Provision including Emergency Response activities and, 6) Advocacy and Building of Strong Partnership and collaboration with different Key Stakeholders in National AIDS Responses, various global and regional networks under the Leadership of Elected Area PLHIV Representatives from all the States and Regions of Myanmar as its Board of Representatives and Guidance of MPG Advisory Committee through its Secretariat Office and Head Office in Yangon, twelve field operations offices across the country.

During MPG's 2025–2027 Strategic Plan period, with the support of various donors and funding partners, MPG aims to implement community-led health programs in the designated townships. These programs will focus on HIV prevention, care and support, human rights, legal assistance, and emergency response services for natural disasters, specifically targeting people living with HIV and key affected populations. Therefore, MPG invites qualified and motivated individuals to apply for the vacant positions to contribute to the successful implementation of these initiatives.



JOB PURPOSE

The **Finance Officer** position to demonstrate key operational and technical management for planning and implementing the core functions of Finance and Compliance Department of MPG and this position is accountable for the following key responsibilities.

ROLE & RESPONSIBILITIES

ACCOUNTING AND FINANCIAL MANAGEMENT

- Entering daily expense vouchers into the accounting records using QuickBooks Online/Desktop
- Ensure that computerized data entry of cash receipts and disbursements, including receipt, payment, and general journal vouchers, is properly maintained;
- Collaborate with Finance Manager of designated field implementing facilities to achieve committed Key Performance Indicators targets and donor deliverables;
- Ensure the accuracy, compliance, and timely submission of voucher entries and monthly QuickBooks reports from the 12 assigned sub-offices
- Prepare and analyze monthly financial statements and reports;

MONITORING AND TECHNICAL SUPERVISION, DOCUMENTATION AND REPORTING MANAGEMENT

- Conduct routine financial monitoring and provide technical support to 12 assigned sub-offices and finance person.
- Ensure the review of reports from field offices for accuracy, completeness and compliance with committed agreements and for other the programmatic reports are recorded with specific budget codes, account codes and donor codes in the software system;
- Support respective supervisor in development, updating and ensuring relevancy of Standard Operational Procedures and guidelines for internal control and fund management;
- Maintain organized and up-to-date financial records;

CAPACITY BUILDING, SUPERVISION OF STAFF AND PERFORMANCE EVALUATIONS

- Perform routine mentoring, coaching and supervision to all staff under the Finance and Compliance Department and conduct Performance Evaluation Reviews according to HR policies by tracking and monitoring KPI standard protocols
- Support and provide inputs for Staff Performance Evaluations of field finance staff according to financial policies and standard protocols;
- Provide technical capacity buildings and guidance supervisions to field finance staff in project townships by ensuring continuous linkage, coordination and close collaboration through regular communications and feedback;



SKILLS AND EXPERIENCES NEEDED

- Hold a relevant University Degree in financial management with qualification of LCCI preferably qualified accountant or CIMA qualification is an advantage;
- Has minimum three years or equivalent proven experiences of NGO Finance field of work;
- Has proven experiences of working in HIV Program related project management including preparation of financial data for audit and donor report submission;
- Has familiarity with finance and accounting software;
- Strong understanding of accounting principles and bookkeeping practices
- Ability to efficiently communicate in verbal and written English;

ESSENTIAL SKILLS REQUIRED

- Strong Planning and Organizing Skills, Service Oriented, Planning & Organizing Skills, Self-motivated, Passionate, Creative, Ability to work under stressful conditions;
- Strong Negotiation Skills, Relationship Building, Leadership Skills with strong Team spirits;
- Team spirits and ability to work in multi-cultural environment with High level of integrity with in depth knowledge of vulnerable community particularly PLHIV and HIV affected communities;

OUR COMMITMENTS FOR SAFEGUARDING AND INCLUSIVE WORK ENVIRONMENTS

- MPG is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, color, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Members of Key Affected Populations by HIV – MSM, SW, PWID and LGBTQIA + and People Living with HIV are strongly encouraged to apply for this position.
- MPG has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries and violation of Safeguarding framework including Child Protection and Gender Based Violence. 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).

TERMS AND CONDITIONS

- Incomplete applications and applications received after the closing date will not be considered.
- Only shortlisted candidates will be contacted for the next stage of the selection process.
- MPG reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- For internal applicants, you must complete a few mandatory courses relevant to the post in your own time, before application. Refreshers or new mandatory courses may be required during your contract. Please note that you will



not receive any compensation for taking courses and refreshers. For more information, please contact HR Department.

- All MPG employees and volunteers are responsible for performing their duties in accordance with the MPG Articles of Association and MPG Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the international humanitarian standards in a manner consistent with MPG core values and the MPG Strategic Directions.
- It is the policy of MPG to conduct background checks on all potential applicants, and recruitment in MPG will be based on the results and satisfactory references.
- MPG has the right to cancel or defer the recruitment process at any stage, including after completion of the employment contractual agreement, if it is impacted by donor funding constraints or decisions that are beyond its control.
- By applying, the job applicant acknowledges that they understand these recruitment procedures.

Interested candidates are requested to enter the below link or scan the QR code by filling necessary information for the application submission as soon as possible.

[Click Here for Job Application Submission for this position!](#)



Myanmar Positive Group, Head Office

No 3/16, Kantkawmyaing 1st Street, 8 Ward, Yankin Township, Yangon Region, Myanmar.

For detailed information, please contact recruitment@myanmarpositivegroup.org OR (HP + 95 9 7656 39775, + 95 9 76 9160 430) within Office hours (Monday to Friday).

We invite you to learn more about MPG and our programs by visiting www.myanmarpositivegroup.org.