



“ငန” လူထုကျန်းမာရေး

**VACANCY ANNOUNCEMENT # 056-2025**  
**30 June 2025**

**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.

<b>Job Title</b>	<b>: Community Mobilizer</b>
<b>Report to</b>	<b>: Community Coordinator</b>
<b>Job/Role Grade</b>	<b>: SA2</b>
<b>Require Position</b>	<b>: “1”</b>
<b>Contract Type</b>	<b>: Service Agreement</b>
<b>Unit/ Office Location</b>	<b>: Lower Myanmar Regional Office</b>
<b>Assigned Area</b>	<b>: Namsang</b>

**JOB SUMMARY:**

**Community Mobilizer** holds a field- based focal role in assigned territory and s/he is primarily responsible for monitoring and supervision of volunteers, private outlets, and drug sellers to provide basic primary health care services and timely referral.

This position is target-driven and ultimately responsible for achieving the challenging targets assigned to his/her territory.

**DUTIES & RESPONSIBILITIES:**

The duties and responsibilities of **Community Mobilizer** include:

- Regular monitoring and supervision visits to private outlets’, drug sellers’, and volunteers’ villages in assigned area to distribute SCH’s health related products, updated forms, IECs, promos, to collect monthly reports, to provide provider’s service allowance fees and patients’ supports on time (check, verify and make payment).
- Conduct regular tele-monitoring to the providers if there is travel restriction due to unusual occurrence of disease, conflict, disaster and only the phone communication and internet services are available.



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- Ensure program related products with good, expired dates are fully stocked, make sure to keep them under recommended conditions, and keep tracking the distribution and consultation data to maintain minimal stock in hand at provider level.
- Assist and supervise private outlets', drug sellers', volunteers' activities on educational campaign, demand creation activities, mobile activities and other health related awareness raising on basic primary healthcare services.
- Regular advocacy visits to Township authorities and township focal/HA/midwife for project related activities, to follow up referral cases and reporting as necessary.
- Responsible for disseminating technical updates and changes to private outlets, drug sellers, volunteers in the assigned area.
- Take necessary action/solution concerning with issues on private outlets, drug sellers, volunteers and other stakeholders in assigned area and report to supervisor as needed.
- Check private outlets', drug sellers', volunteers' reports and report back to Community Coordinator/data entry focal concerning with error and issues/challenges related to reporting mechanism.
- Supervise and assist in digital reporting of providers including private outlets, drug sellers, and volunteers.
- Conduct linkage to care and follow-up on timely referral as needed.
- Assist Community Coordinator on data analysis & monitoring activities, conducting area mapping & auditing for new recruitment in the assigned territory.
- Assist to conduct refresher training and providers meeting to providers including private outlets, drug sellers, and volunteers in the assigned area.
- Collaborate with partner organizations as necessary.
- Submit the timely, correct and complete reports (monthly activities report, daily attendance report, leave submission, timesheet report and financial related reports) to supervisors and designated staff.

### **KEY SKILLS**

The key skills required for the position **Community Mobilizer** include:

<b>Technical Knowledge:</b>	Must have a basic knowledge on community health care especially in assigned health area.
<b>Operational management:</b>	Must be able to be effective time management and territory management to increase providers' productivity.
<b>Communication:</b>	Must be able to understand basic communication skills and effectively communicate with providers and all stakeholders.
<b>Organizational Skills:</b>	Know teamwork nature and NGO working nature.

### **QUALIFICATIONS**

- Be a Graduate.
- Able to drive motorbike and have a valid driving license for motorbike.
- Able to travel extensively to hard- to- reach areas in assigned territory.
- Proven work experience on community project is advantageous.
- Resident from project township is preferable.
- Must have good communication skill and advocacy skill.
- Should be organized, systematic, dynamic and must interact well with others.



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**Application:**

Interested applicant, please send Application Letter, Curriculum Vitae (with “Two” referees, including your last employment for reference check), copies of Qualification Documents and National ID as per following LINK not later than on the evening of **14 July 2025 (Monday)**.

**SCH National Mandalay Office:** No. (B 36), 65th B Street, between 65th \* 66th Street, 103rd \* 104th Street, Chan Mya Tharzi Township, Mandalay.

(Apply email: <https://smrtr.io/s7ZkQ>)

“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.***