



Vacancy Announcement

Date: 20-June-2025

Position:	MHPSS Program Manager
Location:	Remote (with expected travel to program locations as required)
Reports To:	Chief Operating and Commercial Officer
Duration:	12 months – with possibility of extension
Start Date:	As soon as possible

Myanmar Youth Empowerment Opportunities (MYEO) is an impact-oriented edutech firm, founded to accelerate Myanmar's next generation of youths with relevant 21st-century skills and transformative learning opportunities through an affordable mobile-based online learning platform that increases youth employability and paves the way for a high-skilled workforce for organizations in Myanmar. Our mission is to equip all of Myanmar's youths with the skills to be valuable members of the Myanmar work system and community.

Our Culture Code: We are a mission-driven team with high levels of execution and value ideas over egos or other nuances. Our team is agile, dynamic, innovative, young, fun, and diverse with a remote work culture in our DNA. We do not tolerate any form of discrimination and strive for equality and individual freedom through skills empowerment across Myanmar.

Objective of the Role: MHPSS Program Manager will be responsible for the overall strategic leadership, technical oversight, and operational management of MYEO's Mental Health and Psychosocial Support programs. This role involves ensuring the delivery of high-quality, evidence-based, and culturally appropriate MHPSS interventions, aligning with national and international guidelines. The PM will lead program development, manage budgets, oversee monitoring and evaluation, build team capacity, and represent the organization in relevant coordination forums. Given the remote nature, strong self-management, communication, and digital collaboration skills are essential.

KEY RESPONSIBILITIES:

1. Program Strategy & Development:

- Lead the development, refinement, and implementation of MYEO's MHPSS strategy
- Identify new program opportunities, conduct needs assessments, and contribute to the design and development of innovative MHPSS proposals and concept notes.
- Ensure all MHPSS programming is integrated with other sectors where appropriate (e.g., Protection, Health, Child Protection, GBV, Livelihoods).



2. Program Management & Implementation:

- Oversee the day-to-day management and implementation of all MHPSS projects, ensuring activities are delivered on time, within budget, and to required quality standards.
- Manage program budgets, including forecasting, expenditure tracking, and ensuring compliance with donor regulations and internal financial policies.
- Develop and maintain robust M&E frameworks for MHPSS activities, ensuring regular data collection, analysis, and utilization for program adaptation and learning.
- Ensure adherence to humanitarian principles, "Do No Harm" approaches, and relevant ethical guidelines throughout program implementation.

3. Technical Leadership & Quality Assurance:

- Provide expert technical guidance and clinical oversight to MHPSS teams, ensuring interventions are technically sound, evidence-based, and culturally sensitive.
- Develop and roll out MHPSS technical tools, guidelines, and Standard Operating Procedures
- Conduct regular field visits (when safe and feasible) to monitor program quality, provide on-the-job coaching, and identify areas for improvement.
- Ensure robust clinical supervision frameworks are in place for frontline MHPSS staff where applicable.

4. Team Management & Capacity Building:

- Recruit, train, supervise, and mentor MHPSS staff, fostering a positive and high-performing team environment, primarily through remote platforms.
- Conduct performance appraisals, identify capacity gaps, and develop tailored training plans for staff and partners.
- Promote staff well-being and provide appropriate support mechanisms for MHPSS teams working in challenging environments.

5. Coordination, Representation & Partnerships:

- Represent MYEO in relevant MHPSS coordination mechanisms (e.g., MHPSS Working Group, Protection Cluster, Health Cluster) at national and sub-national levels.
- Liaise with stakeholders to ensure effective coordination, information sharing, and resource mobilization.
- Identify, assess, and strengthen partnerships with local MHPSS organizations and community-based structures.

6. Reporting & Documentation:

- Lead the preparation of timely, high-quality program reports for donors, government, and internal stakeholders, ensuring accurate data and comprehensive narrative.
- Document lessons learned, best practices, and success stories to inform future programming and contribute to organizational knowledge management.

7. Safeguarding & Ethics:

- Ensure strict adherence to safeguarding policies (e.g., PSEA, Child Safeguarding) and ethical guidelines in all MHPSS interventions.
- Promote and ensure confidentiality, informed consent, and client dignity are upheld by all MHPSS staff.

COMPETENCIES:

- Strong communication, interpersonal, and negotiation skills (remote setting).
- Culturally sensitive and adaptable.



- Resilient under pressure.
- Committed to humanitarian principles.
- Independent and highly organized.
- Excellent understanding of various MHPSS intervention approaches (e.g., PFA, psychoeducation, individual/group counseling, community-based MHPSS).
- Strong analytical, organizational, and problem-solving skills.

QUALIFICATIONS & REQUIREMENTS:

- **Education:** Master's degree in Clinical Psychology, Counselling Psychology, Social Work, Public Health with a focus on Mental Health, or a related field. **A clinical background is highly preferred.** Clinical license or certification in a relevant MHPSS field.
- Minimum of 5-7 years of professional experience in designing, implementing, and managing MHPSS programs, with at least 2 years in a managerial role.
- Demonstrated experience in humanitarian or fragile contexts, working with vulnerable populations affected by conflict, displacement, or natural disasters.
- Proven experience in project cycle management, including proposal writing, budget management, donor reporting, and monitoring & evaluation.
- Strong experience in **remote management of teams and digital program delivery**, supervision, and capacity building of MHPSS staff, including clinical supervision
- Experience in MHPSS research or advocacy is an advantage.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Proficiency in virtual collaboration tools and remote team management platforms.
- Fluent written and spoken **English and Burmese** are required.

Equal Opportunity Employer

MYEO is an equal opportunity employer. MYEO does not discriminate against any applicant for employment on any basis including, but not limited to: race, religion, sexual orientation, gender identity, age, disability, and marital status. MYEO welcomes and encourages candidates from underrepresented communities to join the team.

Qualified candidates are welcome to submit Curriculum Vitae (CV) and Motivation Letter (*also mention your salary expectation and possible joining date*) to the following contact not later than **06-Jul-2025**.

Email: hr@mymyeo.com

Note: Only short-listed candidates will be contacted.