



# Myinttasaytaman Drama-Based Organization (မေတ္တာစေတမန် ဇာတ်သဘင်လူထုအခြေပြုအဖွဲ့)

အမှတ်(၁၄) နှင်းဆီလမ်း၊ ငွေမိုးဆေးရုံအရှေ့လမ်းကြား၊ ပန်းဘဲတန်းရပ်၊ မော်လမြိုင်မြို့၊ မွန်ပြည်နယ်

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## Vacancy Announcement

Position Title: Township Facilitator (HIV/TB prevention)

Position Required: 1 post

Report to: Project Officer

Duty Station: Chaung Zone, Mon State

Application Deadline: 4.7.2025 **"Although the application deadline is July 4, 2025, interviews will be conducted on a rolling basis due to the urgent need to fill this position."**

Starting Date: As soon as possible

**Organization Back Ground:** refer to our website <https://myinttasaytaman.org/>

### Job Summary:

The Township Facilitator is responsible for managing the daily operations of the project office and ensuring the smooth execution of township-related community projects. This position involves overseeing project activities, monitoring the performance of field staff, advocating with local authorities, and ensuring that all target groups are included in the project's reach. The Township Facilitator will also play a key role in ensuring that community members benefit from the project's initiatives and that all activities align with organizational goals.

### Key Responsibilities:

#### 1. Project Management & Coordination:

- Responsible for the day-to-day management of the project office.
- Monitor and provide recommendations on the activities and field visits of Outreach Workers (ORW)/Peer Educators (PE).

- Ensure the effective implementation of the project within the township, ensuring all activities are aligned with project goals.

**2. Community and Stakeholder Engagement:**

- Visit relevant authorities and township, district, rural health departments, ART centers, TB departments in the project township and conduct advocacy efforts.
- Engage with beneficiaries to ensure their needs and concerns are addressed; work closely with the community to maintain a positive relationship and foster trust.
- Ensure that all target groups are included, respecting the customs, behaviors, and lifestyles of the community.

**3. Monitoring, Reporting & Compliance:**

- Submit project progress, M & E and financial reports (monthly, quarterly, and annually) to the MTSTM State Office within the specified deadlines.
- Conduct supervision visits based on work plans developed by the PE/ORW in the project area and provide necessary guidance.
- Cross-check and verify data submitted by the PE/ORW and ensure accuracy in project reporting.
- Monitor the financial expenses and statements related to the PE/ORW appointed in the township to ensure proper management and transparency.
- Ensure that feedback and suggestions from beneficiaries are compiled and used to improve project implementation.

**4. Team Leadership & Capacity Building:**

- Lead meetings with relevant partner organizations, volunteers, and local stakeholders, ensuring smooth collaboration.
- Attend meetings organized by the state office and partners, and represent the township project effectively.
- Provide coaching, mentoring, and training to staff, volunteers, and community members to enhance their skills and capabilities.

**5. Office and Field Operations:**

- Ensure office staff are proficient in computer-based tasks and can perform them accurately and timely.
- Assist in writing and compiling reports, preparing work plans, and managing day-to-day information from the Program Department.
- Visit the project workplaces, ensuring that projects are implemented according to specifications and identifying challenges or weaknesses.
- Collect and present data related to project implementation and monitoring, addressing any issues in a timely manner.

## 6. Financial and Administrative Management:

- Monitor project expenses and ensure they align with approved budgets.
- Assist in handling complaints and ensure that grievances from beneficiaries are addressed.
- Systematically manage the financial statements and resources associated with the PE/ORW in the township.
- Ensure the timely submission of budgeted work plans, fund requests and settlement to the Admin and Finance Officer.
- Be responsible for all financial management activities, ensuring compliance with MTSTM standards.

## 7. General Duties:

- Follow all policies, procedures, office memos, and instructions set by the MTSTM organization.
- Perform any other tasks assigned by the supervisor to ensure the success of the project.

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## Required Qualifications:

- **Education:** Must be a graduate (preferably in fields related to Public Health, Community Development, Social Sciences, or similar).
- **Experience:**
  - Minimum of 3 years of proven experience in field-based project implementation, with a preference for experience in the HIV/TB sector.
  - Strong skills in project management, planning, and monitoring.
  - Proven ability to provide coaching, mentoring, and training to team members and volunteers.
- **Skills & Attributes:**
  - Excellent negotiating, communication, and interpersonal skills.
  - Demonstrated ability to respect diverse community customs and behaviors.
  - Strong organizational, time-management, and problem-solving skills.
  - Proficiency in data collection, report writing, and financial management.
  - Ability to work independently and take initiative.
- **Additional Requirements:**
  - Must be a local resident of the township.
  - Proficiency in the local language is preferable.
  - Demonstrated high level of professionalism, integrity, and ethical behavior.

- Ability to adhere to the organization's policies, procedures, and instructions.

**How to apply:** • Please submit your updated **CV** with the contact details of 2 referees including expected salary, a **cover letter**, summarizing why you are suitable for this position and how to fulfill MTSTM Organization's job qualifications & requirements and **relevant documents** to [myinttasaytaman2019@gmail.com](mailto:myinttasaytaman2019@gmail.com) or **No. (14), Hnin Si Street, Panbaetan Qrt, Mawlamyine Township, Mon State** not later than 4 July 2025 • Applications after the closing date will not be accepted. Please note that only shortlisted applicants will be contacted for interviews.

MTSTM is committed to preventing any type of unwanted behaviors including sexual exploitation and abuse, harassment, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries. MTSTM expects all staff and volunteers to share this commitment through our code of conduct. Applicants are also requested to mention in the applications if there are blood/marriage relationships with the existing employee of MTSTM.

