



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT # 008-2025
5 March 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.

Job Title	: Program Support Officer
Job/Role Grade	: 4/B
Report to	: Deputy Head of Operation
Contract Type	: Integrated Project Based
Unit/Department	: Business Operations
Require Position	: “1”
Office/Assigned Area	: Mandalay Regional Office

JOB SUMMARY:

Program Support Officer will be responsible for managing all program support functions at the Regional Office, ensuring efficient administrative, HR, procurement, logistics, and operational support. The role involves assisting the Deputy Head of Operations (Deputy HOO) in overseeing the day-to-day management, supervision, and monitoring of project activities, while ensuring compliance with organizational policies and procedures.

DUTIES & RESPONSIBILITIES:

The duties and responsibilities of the **Program Support Officer** include:

- 1) Administrative & Operational Support
 - Assist the Deputy Head of Operations in providing administrative support for the Regional Office, including planning, management, implementation, supervision, and monitoring of project activities.
 - Assist in the management and supervision of human resources, physical inventory, fixed assets, IT, transport, and logistics to support project activities and overall operations.
 - Conduct local procurement of required items in accordance with SCH policies.



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- Assist in preparing monthly estimated budgets for the Regional Office.
- Assist in supervising and organizing timesheet verification and leave balance tracking on payday.

2) Coordination & Collaboration

- Coordinate and collaborate with relevant departments and external partners to ensure smooth implementation of project activities.
- Liaise with SCH personnel, partners, and donor agencies to facilitate project-related trips, meetings with local officials, travel plans, and logistics.
- Support recruitment efforts by assisting in the hiring of qualified candidates for project staffing.

3) Human Resources & Staff Supervision

- Act as the HR focal point for HR-related software and employee information updates.
- Ensure compliance with SCH employee policies and conduct policy orientations and training sessions for new employees.
- Conduct annual performance evaluations for the administrative team under their supervision.
- Identify and report key operational issues, constraints, and challenges faced at the Regional Office.
- Supervise the Program Support staff, including drivers, to ensure optimal performance.

4) Transport, Logistics & Asset Management

- Manage regional office commodities and program-related items, ensuring they are secured, tracked, and properly allocated.
- Ensure fleet management and vehicle/motorcycle logistics are to be complied with established organizational procedures.

5) Other Responsibilities

- Undertake any additional duties as assigned by the supervisor.

Key Skills & Competencies

The Program Support Officer must possess the following skills:

- Administrative Skills: Strong ability to manage office operations, HR, Fixed Assets, Transport, Procurement, Logistics, and support functions.
- Computer Proficiency: Competency in Microsoft Office Suite and relevant administrative software.
- English Language Skills: Proficiency in spoken and written English for effective communication.

Additional Skills:

- Communication Skills: The Program Support Officer must have exceptional communication skill and demonstrate a strong capacity to engage with diverse stakeholders.
- Critical Thinking: The Program Support Officer must be able to critically analyze administrative challenges and implement effective solutions.
- Leadership Skills: The Program Support Officer must be able to lead a team well.

Qualifications & Experience:

- Bachelor's degree from a recognized university.
- Conceptual knowledge of administration and office management.
- Experience in operations, administration, HR, procurement, transport and logistics is an advantage.



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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 **19-Mar-2025 (Wednesday)**.

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

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

“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.