

Vacancy Announcement (012/2025)

Pyi Gyi Khin (PGK), established in 1997, is a non-governmental organization working together with local and international organizations. Pyi Gyi Khin strives for the rights of every citizen, especially women and children, and provides necessary services through capacity building of the people and necessary advocacy work.

PGK have implemented projects and programs on the community-based HIV prevention and ART support, community-based MDR - TB care project, TB care in Hard-to-Reach Areas, and the Local Engagement and Development for TB (LEAD-TB) project, with the support of GFATM, USAID and International NGO and partners.

Now PGK is recruiting a qualified candidate for **Center Officer (HIV)** under GFATM Project.

Position Title	Center Officer (GF/HIV)
Number of Post	1
Level	5
Grade	C1
Salary	USD - 673
Report to	Area Manager (Southern Zone)
Duty station	Thaton

Scope of Work:

The *Center Officer* is responsible for the overall management and development of the Key Population Service Center (KPSC). They ensure volunteer engagement and effective implementation in respective center/townships, including catchment townships, in line with the approved project work plan. State/Regional level coordination is a crucial element of project implementation. Under the supervision of the Area Manager, they will carry out necessary coordination with local health partners. Additionally, the role includes staff supervision, capacity building, and budget control.

Roles and Responsibilities

The *Center Officer* is responsible for center management, including HIV Prevention, Care, and Treatment activities, staff supervision, capacity building, budget management, and field/township level coordination.

1. Program Management Tasks

- Ensure the effective implementation of the activity plan (Prevention, Care, and Treatment) to achieve the predefined outputs as per the approved work plan.
- Manage drug requests, monitor regular usage, manage drug flow, and oversee inventory management for both health and non-health items.
- Develop a comprehensive activity plan aligned with the overall work plan.
- Provide supervision and technical support to facilitators, counselors, lab assistants, outreach workers, and Self-Help Groups as needed.
- Manage clinical cases, including STI syndromic management, minor OI treatment, ART follow-up management, and referrals.

2. Financial Management Tasks

- Ensure the timely submission of budgeted work plans and fund requests, along with monthly variance reports to the respective Area Manager.
- Be responsible for all financial management activities at the center, ensuring compliance with PGK standards.

3. Project site level advocacy and networking tasks

- Coordinate effectively with local health partners and beneficiaries.
- Actively engage with community members to assess needs and preferences for health services.
- Promote health education and awareness campaigns within the community.

4. Monitoring and supervision related tasks

- Monitor data entry for program implementation activities.
- Supervise the compilation of data from implementation activities.
- Ensure regular reporting within the timeline, maintaining data quality and data flow.
- Coordinate with respective Area Officers and the M&E unit.
- Monitor field site activities of facilitators and outreach workers.
- Contribute to the development of monitoring and evaluation frameworks to assess program impact.

5. Other Tasks

- Undertake ad-hoc tasks and other related assignments as instructed by the Area Manager and Yangon Head Office.

Personal Requirements

- Must have an M.B.B.S degree with a valid SAMA and license to practice.
- Minimum of 2 years of experience in coordinating programs in a health-related project in a local setting.
- Knowledge of health education and training techniques on HIV/STI and a good understanding of ART treatment and care and support programs.
- Strong communication skills at all levels.

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- Good knowledge of English, confidence, and proficiency in using the MS Office suite (internet and email).
- Experience in working with non-profit organizations will be an asset.
- Must be flexible, have an empathetic attitude, and have a team spirit.
- Able to work independently and be proactive in nature.
- Able to travel to the project sites if necessary.

Please note that all the applications must be in google format as mentioned below or available at MIMU Myanmar website.

Apply link:

https://docs.google.com/forms/d/e/1FAIpQLSe2HZ6cT_bou1VYPAKns1mPSbskTdmzpXjKxf-Z7Qbhlyfig/viewform?usp=dialog

Notes for Application:

Interested individuals should submit an application letter specifying the position, along with an updated Cover Letter or Letter of Interest and a CV that includes a recent photo, educational qualifications, and contact details of (3) referees.

- ✓ *The deadline date for application is **April 23, 2025 (Wednesday)** at 5: 00 PM.*
- ✓ *CV and Application Letter must be in the form of PDF Version only.*
- ✓ *We are not obliged to return the received application. Qualified women candidates are encouraged to apply.*
- ✓ *All facts mentioned in your CV form must be corrected.*
- ✓ *Candidates are also requested to mention in the applications if there is, blood/ marriage relationships with the existing Pyi Gyi Khin employees.*
- ✓ *Only short-listed candidates will be notified. Please no telephone enquiries.*

PGK expects full commitment of its employees to the PGK Code of Conduct including PSHEA policy.