



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT # 012-2025
11 April 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	: Response Coordinator
Report to	: National Response Coordinator (National Director)
Require Position	: “1”
Contract Type	: Service Agreement
Duration	: 3 months and extendable
Unit/ Office Location	: Mandalay

JOB SUMMARY:

The **Response Coordinator** plays a critical role in planning, coordinating, and leading SCH’s emergency response activities in Mandalay and surrounding regions. The position is responsible for managing field-level emergency assessments and interventions, while also ensuring strategic alignment through coordination with local partners, private donors, public donors, and relevant authorities. The coordinator will serve as a key representative for advocacy, planning, execution, and reporting to stakeholders.

KEY RESPONSIBILITIES:

The key responsibilities of **Response Coordinator** include:

1) Rapid Assessment & Response Coordination

- Lead field assessments in crisis-affected areas to identify urgent humanitarian needs.
- Coordinate with SCH teams on routine grants, local partners, and humanitarian clusters to design and implement response strategies.



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2) Operational Management

- Develop and manage rapid response work plans and budgets in alignment with SCH protocols.
- Oversee procurement and logistics to ensure the rapid deployment of supplies and services.

3) Partnership & Coordination

- Liaise with local authorities, civil society organizations (CSOs), and UN/INGO networks to align and coordinate emergency efforts.
- Represent SCH in humanitarian coordination forums, relevant cluster meetings, and with private/public donors as needed.

4) Monitoring, Evaluation & Reporting

- Monitor the effectiveness, efficiency, and accountability of SCH’s emergency interventions.
- Prepare timely situation reports, operational updates, donor communications, and contribute to advocacy documentation.

5) Capacity Building

- Facilitate training sessions and ongoing support for SCH field teams and partners on emergency preparedness and response protocols.

QUALIFICATIONS AND EXPERIENCE

- University degree in public health, humanitarian affairs, development, or a related field.
- Minimum of 3 years' experience in emergency response, preferably in conflict or disaster-affected settings. • Proven coordination, communication, and project management skills.
- Experience working with NGOs, UN agencies, and/or government coordination mechanisms.
- Willingness to travel frequently and work in high-pressure or austere environments.

CORE COMPETENCIES

- Proactive, solution-oriented, and results-driven approach.
- Strong interpersonal and cross-cultural communication skills.
- Ability to make sound decisions under pressure.
- Commitment to humanitarian principles and SCH’s core values.
- Awareness and understanding of safeguarding, Protection from Sexual Exploitation and Abuse (PSEA), and Do No Harm principles.

WORKING CONDITIONS

- Based in Mandalay with frequent field travel to affected regions.
- Flexibility to work outside of regular hours, particularly during emergencies or rapid response deployments.



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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 “APPLY LINK” and/or Apply Email not later than on the evening of **21 April 2025 (Monday)**.

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

(Apply Link: <https://smrtr.io/qKF5W>)

“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.