

Vacancy Announcement (016/2025)

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. In response to the recent earthquake, PGK has mobilized emergency medical teams and collaborated with local SHGs and CBOs to provide essential health care, food and non-food item distribution, mental health counselling, and referral support in the affected areas.

Now PGK is recruiting a qualified candidate for **Program Assistant** under ATH_ Earthquake Response Project.

Position Title	Program Assistant (PFA Monitor)
Number of Post	1
Level & Grade	6 C2
Salary	USD - 394
Report to	Program Officer
Duty station	Mandalay/ Sagaing
Project Duration	Till End of October

Scope of work

The Program Assistant (PFA Monitor) will support the implementation, monitoring, and coordination of Mental Health and Psychosocial Support (MHPSS) activities in collaboration with the Program Officer and under the technical supervision of the Medical Officer. The position involves providing operational and technical support to Psychological First Aid (PFA) providers, ensuring timely data collection, and contributing to quality assurance and capacity building at the community level.

Roles and Responsibilities

Project Planning and Implementation

- Assist the Program Officer in planning, implementing, and updating MHPSS-related activity plans.
- Contribute to the coordination and scheduling of field-level PFA activities according to project objectives and timelines.

- Participate in regular team planning, review, and coordination meetings.

Technical and Operational Support

- Provide routine follow-up and basic technical support to PFA providers, ensuring adherence to MHPSS guidelines.
- Liaise with PFA providers regularly to identify bottlenecks and support problem-solving at the field level.
- Assist in preparing financial requests and monitoring activity-related expenditure to ensure alignment with approved budgets.

Monitoring and Data Management

- Collect and compile reports from PFA providers on activity progress, service delivery, and field challenges.
- Maintain up-to-date and accurate records of MHPSS interventions using digital tools and templates.
- Monitor activity implementation in the field and flag issues, gaps, or delays to the Program Officer.

Coordination and Collaboration

- Coordinate with community-based organizations, local authorities, and other stakeholders to ensure smooth implementation.
- Serve as a communication bridge between PFA providers and the central program/medical team.
- Work collaboratively with M&E, logistics, finance, and administrative units to support seamless operations.

Meetings and Capacity Building

- Support in organizing and facilitating training, mentorship sessions, and experience-sharing meetings for PFA providers.
- Assist in identifying learning and capacity gaps and contribute to the design of tailored technical sessions.

Other

- Perform other duties assigned by the supervisor in line with the evolving needs of the project.

Minimum Requirement

- Bachelor's degree in social sciences, public health, psychology, or a related field.
- Minimum of 2 years' experience in field-level project implementation, especially involving volunteer supervision or community-based health programs.
- Prior exposure or training in MHPSS or PFA-related activities is **strongly** preferred.
- Good interpersonal and team collaboration skills, with a strong commitment to community-based work.
- Ability to travel frequently to field sites is required.

- Proficiency in data recording, basic reporting, and communication in both Myanmar and English.
- Sound organizational and multitasking ability; able to manage priorities under pressure.
- Competency in Microsoft Word, Excel, PowerPoint, email, and internet tools.

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/1FAIpQLScqVhlcyq-sng0eGNYjW6HAFQ23fVq4GSswUcdbaaCmJmn7iw/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 **May 29, 2025 (Thursday)** 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.