



**VACANCY ANNOUNCEMENT**  
**(vacancy announcement number – 021)**

<b>Position Title</b>	<b>:</b>	<b>Program Assistant</b>
<b>Report To</b>	<b>:</b>	<b>Youth Representative of MPG Boards</b>
<b>Liaise with</b>	<b>:</b>	<b>Dedicated focal from representative Department at MPG Head Office</b>
<b>Duty Station</b>	<b>:</b>	<b>Head Office, Yangon</b>
<b>Travel Requirement</b>	<b>:</b>	<b>Travel to Project Areas as needed</b>
<b>Contract Type</b>	<b>:</b>	<b>Project based contract with initial 3 months probations</b>
<b>Project Duration</b>	<b>:</b>	<b>May ~ December 2024</b>
<b>Application Period</b>	<b>:</b>	<b>3<sup>rd</sup> ~ 10<sup>th</sup> May 2024</b>
<b>Benefits and Allowances</b>	<b>:</b>	<b>Salary + Attractive Employee Compensation Packages</b> <b>(13<sup>th</sup> Month Service Gratuity + Health Care Insurance &amp; Benefits +</b> <b>All Public Holidays &amp; Paid Leaves + Travel &amp; Communications Allowances)</b>

**Myanmar Positive Group (MPG)** is the largest National Network of People Living with HIV (PLHIV) in Myanmar registered as a local community-led, non-profit, community-based organization affiliated with over one hundred and sixty Self-Help Groups across Myanmar to work for PLHIV individuals, Key affected Populations (KPs) and their families over the past eighteen years since our foundation in 2005.

Our mission is to represent and serve our community through sustainable community-led intervention strategies that address the needs and concerns of PLHIV and KPs with primary focus on the area of 1) Capacity Building, 2) Networking, 3) Representation, 4) Reduction of Stigma and Discriminations, 5) HIV Service Provision including Emergency Response activities and, 6) Advocacy and Building of Strong Partnership and collaboration with different Key Stakeholders in National AIDS Responses, various global and regional networks under the Leadership of Elected Area PLHIV Representatives from all the States and Regions of Myanmar as its Board of Representatives and Guidance of MPG Advisory Committee through its Secretariat Office and Head Office in Yangon, twelve field operations offices and one clinics across the country.

MPG is currently seeking a qualified motivated Myanmar national to apply for the **Program Assistant** Position at its MPG based Head Office - Yangon to implement MPG's operating project in 2024

## **Job Purpose**

**The Program Assistant** is mainly responsible for overall support and involvement in the successful implementation of youth leadership project implemented by MPG. The position holder is accountable for the following key responsibilities.

## **ROLE & RESPONSIBILITIES**

- Assist supervisor in overall management of youth leadership project
- Support the project team and assist supervisor for effective planning, and implementation of timely, qualitative, and compliant processes at all levels
- Assist supervisor for ensuring monitoring and supervising plans are timely and systematically performed during the project period
- Track and review targets of the project and regularly present the achievements against targets;
- Ensure proper documentation of best practices and challenges lessons learned through the projects;
- Support supervisor in reviewing, developing, updating, and ensuring relevancy of Standard Operational Procedures and guidelines;
- Prepare and submit regular monthly and quarterly progress reports with relevant feedback to the project team on findings during the implantation of projects with recommendations;
- Ensure Quality Assurance of donor reports and conduct analysis for evidence-based advocacy;
- Supervise and support volunteers for the implementation of the project
- Involve in the process of recruiting youths for health care awareness-raising activities and assist them to have access to the relevant services;
- Manage and organize the smooth running of the program related meeting and training with the development of reports in close coordination with program team, training team, and M&E team;

## **SKILLS AND EXPERIENCES NEEDED**

- Hold a Bachelor's Degree in a relevant field preferably in HIV, sexual and reproductive health program fields;
- Has one year+ or equivalent proven experience in project implementation, project-based reporting, and office-related administrative tasks.
- Has excellence knowledge and understanding of business communications
- Good command user for office email communication, Microsoft application tools, and the internet;

## ESSENTIAL SKILLS REQUIRE

- Strong Planning and Organizing Skills, Service Oriented, Planning & Organizing Skills, Self-motivated, Passionate, Creative, Ability to work under stressful conditions;
- Strong Negotiation Skills, Relationship Building, Leadership Skills with strong Team spirits;
- Ability to work in multi-cultural environment with High level of integrity with in depth knowledge of vulnerable community particularly PLHIV and HIV affected communities;

***“MPG is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, color, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. People Living with HIV are strongly encouraged to apply for this position. ”***

Interested candidates are requested to enter the below link or scan the QR code by filling necessary information for the application submission process not later than the 5:00 PM of 10<sup>th</sup> May 2024 (Friday).

**[Click Here for Job Application Submission for this position !](#)**



***Only short-listed candidates will be contacted for personal interview.***

### **Myanmar Positive Group, Head Office**

No. F6, Thandwe Street, Mya Kan Thar Villa, 14Ward ,Hlaing Township , Yangon , Myanmar

If you have anything to know associate this position, please contact to [hrd@myanmarpositivegroup.org](mailto:hrd@myanmarpositivegroup.org)

OR (HP +95 9 78761 3048, + 95 9 7656 39775) within Office hour (Monday to Friday).

MPG has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. 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).