



**VACANCY ANNOUNCEMENT**  
**(vacancy announcement number – 034)**

<b>Position Title</b>	<b>:</b>	<b>Deputy Manager – Program</b>
<b>Duty Station</b>	<b>:</b>	<b>Head Office, Yangon</b>
<b>Report To</b>	<b>:</b>	<b>Program Manager – Lower Myanmar, Community-led Services Department</b>
<b>Travel Requirement</b>	<b>:</b>	<b>Frequent travels to project areas</b>
<b>Contract Type</b>	<b>:</b>	<b>Project based contract with initial 3 months probations</b>
<b>Project Duration</b>	<b>:</b>	<b>1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024 with high possible extension</b>
<b>Application Period</b>	<b>:</b>	<b>2<sup>nd</sup> ~ 9<sup>th</sup> July 2024</b>
<b>Benefits and Allowances</b>	<b>:</b>	<b>Competitive Salary + Attractive Employee Compensation Packages (13<sup>th</sup> Month Service Gratuity + Health Care Insurance &amp; Benefits + 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 nineteen 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 **Deputy Manager - Program** position at Head office under Community-led Services Department to implement Community -led HIV, COVID-19 and other essential health care service provision including prevention, care and treatment, human rights, gender, legal aids supports and emergency response services across Myanmar through support of different donors and funder during 2024 – 2026.

### **Job Purpose**

The **Deputy Manager - Program** is the key responsible position to support and assist the Program Manager on planning, overall management, and implementation of functions of the Community-led Services Department of MPG and this position is accountable for the following key responsibilities in each assigned territory.

### **ROLE & RESPONSIBILITIES**

#### **GENERAL ADMINISTRATIVE MANAGEMENT FUNCTIONS**

- Support and Assist Program Manager in performing routine operations and technical supervision with quality assurance minimum standard checklists to all HIV related service delivery including prevention, care & treatments, human rights and legal support services;
- Accountable to plan, organize, coordinate and conduct effective planning, implementation of timely, qualitative and compliance processes at all levels of the activities according to the standard guidelines and policies;
- Assist Program Manager in designing and planning to achieve committed Key Performance Indicator (KPI) targets and regularly evaluate the achievements against targets in coordination with M&E Unit for maintaining and improving the efficiency and cost-effectiveness;

#### **MONITORING AND TECHNICAL SUPERVISION**

- Plan and conduct routine monitoring and provide technical supervision to program implementations;
- Organize, coordinate and supervise effective implementation of timely, qualitative and compliant processes at all levels for reporting to the key stakeholders including Donors and other partners;
- Act as focal for assigned donor and audit field visits to the implementing projects in respective region;
- Ensure technical supports to routine and scheduled monitoring and supervision plans;

- Organize, coordinate and supervise effective planning, implementation of timely, qualitative assessments and compliance processes at all levels of the activities with standards and policies of networks;
- Track and review the quality assurance report and regularly evaluate the achievements against targets in coordination with M&E Unit for maintaining and improving the efficiency and cost-effectiveness of the programs;

#### **PROGRAMME SERVICE QUALITY MANAGEMENT**

- Plan, provide and monitor programmatic technical support to ensure high quality services;
- Support and guide implementation staff for ensuring strong linkage and partnerships with other NGO and private medical service providers in project areas;
- Plan and manage emergency and contingency response as needed;
- Ensure quality of services provided according to the appropriate standards and monitor clients' progress with standard investigations in coordination with Technical Unit;
- Review and approve monthly stock utilization and request in coordination with logistic unit;
- Support respective program staff for ensuring a client-friendly clinic atmosphere that is non-judgmental and supportive of clients;

#### **DOCUMENTATION, REPORTINGS AND PROGRAM DEVELOPMENT**

- Prepare and submit regular field operations progress reports, monthly and quarterly program reports with relevant feedbacks to supervisor on key relevant findings during implementations of activities with recommendations and provide inputs in annual report preparations;
- Effective operational data visualization, enhancing quality of data collection (both qualitative and quantitative), analysis and producing quality reports;
- Accountable for tracking status of action items for the agreed and committed recommendations with respective technical support departments and community networks;
- Ensure Proper documentation of best practices and challenges lessons learned through conducted field visit and key program achievement reviews, development, updating and ensuring relevancy of Standard Operational Procedures and guidelines for program implementations;

## **SUPERVISION OF STAFF AND PERFORMANCE EVALUATIONS**

- Perform routine mentoring, Coaching and Supervision Program Staff within assigned region and conduct lead the Performance Evaluation Reviews according to HR policies by tracking and monitoring KPI standard protocols;
- Manage the action items of Performance Evaluation review in coordination with respective HR team to ensure the capacity improvement plan of each staff in assigned region;

## **ADVOCACY, COORDINATION AND PARTNERSHIP MANAGEMENT**

- Act as organizational focal point to conduct regular effective coordination, communications and for the Partnership relations with donors, Community Networks and stakeholder officials for maintaining and improving trusted partnership for collaboration for program implementations in assigned region;
- Represent MPG Network at Central as well as State & Regional level meetings and events as assigned ;
- Prepare and develop advocacy documents, draft and submit approval request documents and lead the delivery of training and M&E related advocacy meetings with respective key stakeholders for smooth implementations of program in respective region;
- Provide filed operational inputs for M&E and Technical team in developments and review references and training materials resources including training curriculum contents, designs, facilitations, session plans, testing of package and effectiveness assessment methodology and lead IEC materials development for quality of trainings, tools for M&E and strategic information;

## **SKILLS AND EXPERIENCES NEEDED**

- Hold bachelor degree with strong professional expertise in health or program management backgrounds preferably in Public Health, Public Administration, Social Sciences;
- Has minimum three years or equivalent experiences of work experiences at management level at various international non-government organizations;
- Has proven experiences of working in HIV related projects with PLHIV and Key Populations Community Networks at National levels;
- Has strong experiences in program management using Microsoft Excel and other statistical software;
- Strong supervisory and management skills and demonstrated experience in program and finance;

- Experience working with international donors required; experience specifically with UN and donor agencies and familiarity with their rules and regulations preferred;
- Strong presentation, excellent analytical skills and fluent to communicate in English;

## **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. Members of Key Affected Populations by HIV – MSM, SW ,PWID and LGBTQIA ++ and 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 9<sup>th</sup> July 2024 ( Tuesday).

**[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).