



VACANCY ANNOUNCEMENT

(vacancy announcement number - 037)

Position Title	:	Deputy Manager – Grants & Partnership
Report To	:	Grants & Partnership Coordinator
Liaise with	:	Program Operations, Program Support & Grant & Partnership Departments
Duty Station	:	Head Office
Contract Type	:	Yearly Employment contract with 3 months probations
Project Duration	:	1st January 2025 to 31st December 2025 with high possible extension
Application Period	:	2nd ~ 9th May 2025
Benefits and Allowances	:	Salary + Attractive Employee Compensation Packages (13th Month Service Gratuity + Health Care Insurance & Benefits + All Public Holidays & Paid Leaves + Travel & Communications Allowances)

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 clinic across the country.



MPG is currently seeking a qualified motivated Myanmar national to apply for **Deputy Manager – Grants & Partnership** at Grants & Partnership Department to implement Community -led HIV 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 - Grants & Partnership** is mainly responsible for implement Grant and Partnership Department's core functions of MPG and accountability to grant and partnership services related supports for implementing project operations particularly Community-led HIV 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 grantee and this position is responsible for the following key tasks and duties.

ROLE & RESPONSIBILITIES

GRANT & AWARD MANAGEMENT

- Management grants and agreement contracts, analyzing and monitoring grant implementation of partners for all HIV related service delivery including prevention, care & treatments, human rights and legal services through contractual partnerships in coordination with all departments, especially with finance department;
- Coordinate, organize and conduct effective implementation of timely, qualitative and compliance processes of grant implementation at all levels of the activities according to the standard guidelines, regulations and polices of MPG and donors;
- Provide documentation and reporting all sub-award related compliance issues and inputs to ensure resolution process with proper actions and reports;
- Involve in conducting routine monitoring and provide technical supervision to partners for smooth planning, coordination, operational implementation of grant and partnership services related activities;
- Assist in conducting effective planning, implementation of timely, qualitative assessments and compliance processes at all levels of the activities with standards and polices of partners;
- Prepare pre-award requirements with due diligence assessments, the issue of award agreements and Schedule and follow up the report of each grantee;



- Provide financial data and utilization rate of partners to monitor and analyze partner budget expenditure in coordinate with finance department;
- Compile, monitor and analyze fund requests by partners in coordination with program departments to ensure expenditures match workplans;
- Collect and ensure the review of reports from partners for accuracy, completeness and compliance with committed agreements and for other the programmatic reports are recorded with specific budget codes, account codes and donor codes;
- Assist in analyzing the financial performance of sub-grantee, policy inputs and feedbacks;
- Coordinate and inform to parties concerned about potential risks and their mitigation, based on the analysis of contracts and grants and their intended results and review LOE and cost-share reports and obligations;
- Assist in preparation in necessary process for initiation and closeout process of award in accordance with policies and grant agreement;

COORDINATION AND PARTNERSHIP MANAGEMENT

- Represent MPG Network at partnership coordination meetings and events for grant and partnership related activities as assigned and delegated by coordinator;
- Prepare and ensure development of documents, draft and submit approval request documents and lead the delivery of grant and partnership related advocacy meetings with respective key stakeholders for smooth implementations of grant and partnership functions;
- Communicate with focal persons from Technical Support organizations and implementing partners to develop and review references and grant and partnership resources including contracts' contents, designs, compliance and effectiveness assessment methodology and lead development for quality compliance system;

DOCUMENTATION, REPORTING AND PROGRAM DEVELOPMENT

- Prepare Proper documentation of best practices and challenges lessons learned through conducted series of reviews and Support respective Grants & Partnership Coordinator in reviewing, development, updating and ensuring relevancy of Standard Operational Procedures and guidelines for grant, compliance and other partnership related documents;



- Assist and provide inputs in preparation and draft impact briefing papers and key findings from project reviews and evaluations, or of specific project activities and methodologies to showcase MPG performance in HIV programming;
- Assist and provide inputs in preparation regular grant and partnership service reports, monthly and quarterly progress reports with relevant feedbacks to supervisor on key relevant findings during implementation of grant service with recommendations and provide inputs in annual report preparations;
- Assist supervisor to ensure quality grant services, timeliness for quality donor reports and conduct analysis for evidence-based package reviews;
- Accountable for tracking status of action items for the agreed and committed recommendations by respective operations departments and community networks;

SKILLS AND EXPERIENCES NEEDED

- Hold a bachelor degree with strong professional expertise in financial, health or social science backgrounds;
- Has minimum three years of work experiences in financial management at non-government organizations;
- Has strong experiences in database management using Microsoft Excel and other software;
- Experiences of working in HIV related projects with PLHIV and Key Populations Community Networks at National levels is preferred;
- Experience working with international donors required; experience specifically with Governments, UN and donor agencies and familiarity with their rules and regulations preferred;
- Strong presentation, excellent analytical skills, Negotiation Skills, Team spirits;
- Service Oriented, Planning & Organizing Skills, Self-motivated, Passionate, Creative, Ability to work under stressful conditions is essential;
- Team spirits and 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;

ESSENTIAL SKILLS REQUIRED

- Planning & Organizing Skills, Self-motivated, Passionate, Innovative, Flexible, Quick learner;
- Maintain Confidentiality, Trustworthiness, Attention to Detail and Accuracy, Problem Solving ability, Decision-Making Skill, Planning & Organizing Skills, Self-motivated, Creative;



- Ability to work under stressful conditions, Result Orientated, Analytical Thinking;
- Strong Negotiation Skills, Relationship Building, Leadership Skills, 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 not later than the 5:00 PM of 9th May 2025 (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 3/16, Kantkawmyaing 1st Street, 8 Ward, Yankin Township, Yangon Region, Myanmar.

If you have anything to know associate this position, please contact to recruitment@myanmarpositivegroup.org
OR (HP + 95 9 7656 39775 , + 95 9 76 9160 430) 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).