



“ငန” လူထုကျန်းမာရေး

**VACANCY ANNOUNCEMENT #053-2025**  
**12 June 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.

<b>Job Title</b>	<b>: Operations Coordinator</b>
<b>Job/Role Grade</b>	<b>: 2/A</b>
<b>Report to</b>	<b>: Deputy Head of Operations</b>
<b>Unit/Dept</b>	<b>: Central Operations Unit</b>
<b>Contract Type</b>	<b>: Integrated Project Based</b>
<b>Require Position</b>	<b>: “1”</b>
<b>Location</b>	<b>: Central Office, Yangon</b>

**JOB SUMMARY:**

The **Operations Coordinator** will provide comprehensive support to operations and program support team function, ensuring smooth and efficient operations. This position requires strong organizing, systematic working and good communication skills.

**DUTIES & RESPONSIBILITIES:**

The duties and responsibilities of the **Operations Coordinator** include:

- Assist the supervisor in procuring and purchasing necessary items for the Central Office and associated teams.
- Maintain records of office supplies, equipment, and consumables for the Operations team; monitor usage and flag shortages.
- Support accurate recording and tracking of indents received from the National Program to produce timely inventory and utilization reports.



#### **“ငန” လူထုကျန်းမာရေး**

- Ensure proper documentation for both incoming and outgoing stock; issue and receive stock accurately following protocols.
- Check the manufacturer details, batch numbers, quantities, and expiry dates for items received from various states/regions.
- Conduct daily physical verification of stock, IEC materials, and promotional items; ensure ICC cards are updated on time.
- Support team members in maintaining and updating fixed asset registers, tagging, and depreciation tracking.
- Ensure asset reports are complete, accurate, and submitted as per reporting timelines.
- Assist in preparing monthly administrative and inventory reports required by management and donors.
- Collect monthly programmatic reports from field offices and ensure appropriate routing and archiving.
- Maintain systematic filing of physical and digital documents related to procurement, inventory, and logistics.

#### **KEY SKILLS**

The key skills required for the position of **Operations Coordinator** include;

- **Technical Knowledge:** Understanding on basic calculation, basic financial concept and computer skill.
- **Time Management:** Able to manage well timely accomplishment of assigned tasks and reports.
- **Responsiveness:** Prompt and effective coordination of procurement and inventory needs.
- **Integrity:** Ensures compliance with procurement and inventory standards.
- **Teamwork:** Cooperates with multiple departments to meet operational need
- **Confidentiality:** Handles sensitive HR and administrative data discreetly.

#### **QUALIFICATIONS:**

- Any graduate with basic computer skill.
- At least two years experiences in operations and financial related field.
- Strong attention to detail and accuracy.
- Effective communication and interpersonal skills.
- Strong organizational and time-management skills.

#### **APPLICATION:**

Interested applicant, please send Application Letter, Curriculum Vitae (with “Two” referees of your last employment supervisor or HR personnel for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY LINK”, not later than on the evening of **20 June 2025 (Friday)**.

**SCH National Headquarters Office:** No. 3/1, Kant Kaw Myaing Street, Ward 8, Yankin Township, Yangon.

(Apply Link: <https://smrtr.io/rN-dr>)

“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.***