



No. 7, Room No.202, Moe Kaung Condo, Moe Kaung Road, 13 ward,  
Yankin Township, Yangon.

Phone: 09 798424123

Email: [myanmaryouthstars.mys.mm@gmail.com](mailto:myanmaryouthstars.mys.mm@gmail.com)

Facebook: [www.facebook.com/MyanmarYouthStars](http://www.facebook.com/MyanmarYouthStars)

## VACANCY ANNOUNCEMENT (001/MYS\_05/2025)

<b>Job Title</b>	<b>Program Manager</b>
<b>Department</b>	<b>Program Unit</b>
<b>Employment Status</b>	<b>Full Time</b>
<b>Location</b>	<b>Yangon, Myanmar</b>
<b>Reports to</b>	<b>Program Coordinator</b>
<b>Application Deadline</b>	<b>30-May-2025 (As soon as possible)</b>

**Myanmar Youth Stars (MYS) is an organization**, formed by a group of young people from key population that function as a network to respond to HIV in Myanmar and established in early 2013 in order to respond to the inequality, stigma and discrimination towards young people who are marginalized and higher risk of getting HIV infection.

Myanmar Youth Stars Network is currently working with 18 regions across Myanmar in 2012 and has started developing the capacity of individuals in network. The network targeted members young generation of males who have with males (MSM), transgender, people who inject drugs (PWID), male and female sex workers, and people living with HIV (PLHIV) and Vulnerable Young People.

MYS is currently working closely with more than 1,500 YKP across 18 townships in the country in terms of 1.) Advocating for the rights of YKP in terms of HIV and SRH, 2.) Peer-led networking approaches, including online services, 3.) Capacity Building of community members and advocates on relevant issues, and 4.) Community-led research since 2012.

Myanmar Youth Stars Network is currently seeking a motivated, experienced and dedicated candidate for the position of **Program Manager**.

### **Position Summary:**

Under direct supervision of the Program Coordinator, the Admin and Human Resources Officer is mainly responsible to provide in managing and administering of the HR activity and function. He/she is responsible in managing HR system according to the defined HR and administrative policies and procedures and also for recruitment and selection, staff performance management system, staff capacity development and benefits, employee relationship strategy including to support all day-to-day office administrations and Admin support functions in the organizations.

### **Specific Duties and Responsibilities**



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## 1. Project Planning

- ❖ Complete project activities in accordance with the missions and goals of the network.
- ❖ Assist Program Coordinator on new projects proposal and support the strategic direction of the network
- ❖ Developing a budget and operation plan for the projects
- ❖ Developing an evaluation method to assess all the projects strengths and identify areas for improvement.
- ❖ Develop a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- ❖ Prepare a monthly update report and work plan.
- ❖ Supervise Program Officers of different projects and their implementation.
- ❖ Review all project reports, provide feedback and compile it for the monthly narrative report into English vision.
- ❖ Develop a schedule for project completion that effectively allocates the resources to the activities
- ❖ Review the project schedule with NPC and all other staff that will be affected by project activities; revise the schedule as required.
- ❖ Determine the objectives and measures upon which the project will be evaluated at its completion.

## 2. Staff Management

- ❖ Conduct supervision and guidance to all project staff such as Project Officers, Communication Offices, Communication Assistant and Field Staffs.
- ❖ Manage project staff according to the established policies and practices of the organization
- ❖ Ensure to facilitate and provide capacity building to projects and field teams.
- ❖ Contract qualified consultants to work on the project as appropriate.

## 3. Project Implementation

- ❖ Execute the project according to the project plan.
- ❖ Monitor the progress of the project to ensure the successful completion of the project.
- ❖ Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.
- ❖ Analyzing Project risks according to the local context.

## 4. Communication

- ❖ Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project
- ❖ Regular coordination and communication with the Management team, and with Donor organization as necessary.



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## 5. Project Control

- ❖ Write necessary reports on the project for Program Coordinator as per reporting schedule
- ❖ Monitor and approve over the project expenditures
- ❖ Monitor the financial control including cash flow projections and actual cash flow and variance to management on a regular basis (Monthly/Bi Monthly).

## Additional Job Responsibilities

- ❖ Perform other tasks as assigned by supervisor.

## Qualifications:

- ❖ Bachelor's degree in Development Studies, Social Sciences, Public Administration, or a related field.
- ❖ A Master's degree in a relevant field is preferred and will be considered an asset.
- ❖ Minimum 5 years of progressive experience in project management or coordination roles within NGOs, networks, or community-based organizations.
- ❖ Demonstrated experience in project planning, implementation, budgeting, monitoring and evaluation, and report writing.
- ❖ At least 2 years of supervisory experience, including managing and mentoring project and field staff.
- ❖ Assist in developing project proposals, donor reporting, and maintaining communication with donor organizations.
- ❖ Experience in risk analysis and context-based decision-making for effective project implementation.
- ❖ Strong background in financial oversight and budget control, including variance analysis and cash flow forecasting.

## Skills and Competencies:

- ❖ Strong leadership, organizational, and problem-solving skills.
- ❖ Excellent communication and interpersonal skills, with the ability to collaborate effectively with team members and external stakeholders.
- ❖ Fluency in both written and spoken English and Myanmar.
- ❖ Proficiency in MS Office applications (Word, Excel, PowerPoint) and familiarity with project management tools.
- ❖ Ability to work independently with minimal supervision and handle multiple tasks under pressure.
- ❖ Commitment to the mission, values, and strategic goals of the organization.

## Submission of Applications

Qualified candidates should submit an Cover Letter (maximum 1 pages), A detailed Curriculum Vitae, and two/three referees to [myanmaryouthstars.mys.mm@gmail.com](mailto:myanmaryouthstars.mys.mm@gmail.com), **not later than 30 May 2025**.

Your application letter should include:



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- Reason for interest in the position
- Relevant experience
- Your salary expectation

**Remark:** For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.

MYS is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, personal appearance.

**Young people, Young LGBTQI people, Young Sex Workers and Young People living with HIV are highly encouraged to apply.**

*\*Due to high volume of applications, only short-listed candidates will be invited for personal interviews.*