

Job Announcement – 06/2025

[July 02, 2025]

Job Title	: Operation Officer (TB & Malaria)
Number of Position	: 10 Posts
Based Location	: Yangon, Mandalay, Sagaing, Magway, Bago, Ayeyarwaddy, Mon, and Kayin
Report To	: Operation Coordinator
Contract Type	: Fixed Term Contract based on project period

Who we are:

Population Services International Myanmar (PSI Myanmar) is a non-profit, non-political, and non-religious organization and equal opportunity employer. We work to make it easier for people in the developing Myanmar to be healthy by providing access to products and services that has been implementing health programs throughout the country for the past twenty-nine years.

Join Us:

PSI Myanmar seeks **Operation Officers** holding the field-based role for TB and Malaria implementation at the assigned project areas. As a target-driven role accountable for achieving results in the assigned area, he/she will be responsible to supervise supervisees and monitor productivity of assigned territory by cooperating with Community Health providers, affiliated providers, General Practitioners, Pharmacies, Community Volunteers within the project areas. He/she ensures quality service delivery, effective use of resources, and accurate data reporting while driving PSI's public health interventions at the clinic and/or community levels.

Your Contribution

- Advocate regularly to township administrative and health authorities for the implementation of activities.
- Lead strategic outreach and supervision visits to community health providers
- Supervise and guide the community field staff, community providers on product distribution, financial handling and other administrative related issues and ensuring adherence to technical standards, data quality, and operational procedures.
- Ensure service delivery and all activities are aligned with technical standards, operational targets, and national guidelines.
- Monitoring and mentoring field staff and providers through regular supportive supervision and performance reviews.
- Lead provider network expansion efforts through area mapping, facility assessments, and structured recruitment and onboarding processes.
- Oversee and ensure timely, accurate provider-related financial transactions including allowance and incentive payments.
- Coordinate with the MIS team to ensure timely data submission, verification, and use of data.
- Manage to ensure correct, valid, and accurate data collection, and monthly reports, and accountable for program reports as well as for future health plans.



- Prepare and report monthly and quarterly activities, and update and inform of problems, difficulties, and challenges encountered during the field operations.
- Create an atmosphere of teamwork both within and between networks including service providers.
- Plan and organize the trainings/meetings/workshops in assigned townships and active participation in different programmatic meetings as necessary.
- Ensure the continuous availability, proper storage, and timely distribution of medical commodities,
- Support in estimating the operation cost required and make sure used efficiently within timeline,
- Conduct regular field visit to local health/ non-health authorities,
- Supervise the dissemination and proper use of IEC materials and promotional tools,
- Other relevant tasks assigned by the direct supervisor.

What are we looking for:

- M.B.B.S Degree holder and/or graduated with Nursing Science (BNSc), Community Health (B.Comm.H), or other health-related fields.
- Minimum of three years of experience in operations management, particularly in malaria and TB programs.
- Demonstrated strong communication and interpersonal skills, with proven ability to produce clear and concise reports in English.
- Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Highly organized, proactive, and adaptable, with the ability to work both independently and collaboratively in a team environment.
- Willingness to travel frequently to field sites within the assigned geographic area.
- Able to travel extensively to remote and hard-to-reach areas within assigned townships.
- Should be organized, systematic, dynamic, and must interact well with others.

How we select the right candidate:

Evidence based selection would be applied through the relevant assessment, personal interview, reference check for being fit with the proven skills, experience and abilities indicated in the announcement.

Please join with us by applying through the link: Your application along with Resume / CV should be submitted ONLY online through the [Apply Link](#) before **July 13, 2025 (Sunday)**.

For more details, contact to Human Resources Department. Tel: 951 9545417, 951 9544843 (Ext: 102)

