



Aye Myanmar Association (AMA)

No(1054), (5) Floor, Nga Quarter, Thudamar Main Road, North-Okkalapa, Yangon.

☎ : +959 4291 87680, +959 431 20087

✉ : amasecretary@amamyanmar.org

📘 : <https://www.facebook.com/ayemyanmarassociation>

🌐 : <https://www.amamyanmar.org>

VACANCY ANNOUNCEMENT(VA-002)

Position Title	: Project Manager (Medical Doctor Only)
No. Of Post	: (1) Post
Report to	: Program Director
Contract type	: one-year possibility of extension
Application Deadline	: 5:00 pm, (18.4.2025)

We are seeking a dynamic and experienced Project Manager to lead and coordinate a community-led HIV prevention project in Myanmar. The project leverages a peer-to-peer approach to empower key populations and communities most affected by HIV. The Project Manager will play a critical role in planning, implementation, and evaluation of project activities while fostering community ownership, accountability, and sustainability.

Key Functions & Responsibilities

1. Project Planning & Strategy Development

Lead the development of detailed project implementation plans, timelines, and monitoring frameworks aligned with program goals.

Coordinate strategic planning sessions with stakeholders and community partners.

Ensure the project's approach is evidence-informed and community-driven.

2. Community Engagement & Peer Coordination

Strengthen peer-led structures by providing technical guidance and capacity-building support to peer educators and outreach workers.

Promote meaningful participation of key populations in decision-making processes.

Foster inclusive collaboration with community networks, civil society, and marginalized groups.



Aye Myanmar Association (AMA)

No(1054), (5) Floor, Nga Quarter, Thudamar Main Road, North-Okkalapa, Yangon.

☎ : +959 4291 87680, +959 431 20087

✉ : amasecretary@amamyanmar.org

📘 : <https://www.facebook.com/ayemyanmarassociation>

🌐 : <https://www.amamyanmar.org>

3. Program Implementation & Oversight

Oversee day-to-day implementation of project activities in accordance with agreed workplans and quality standards.

Ensure peer-to-peer HIV prevention interventions are effectively delivered, monitored, and adapted based on community feedback.

Coordinate logistical and operational needs to support community outreach, education sessions, and advocacy efforts.

4. Monitoring, Evaluation, and Reporting

Collaborate with M&E teams to ensure data collection is participatory, accurate, and timely.

Track progress against indicators, analyze results, and contribute to regular reporting to donors and stakeholders.

Document success stories, lessons learned, and community innovations.

5. Financial & Resource Management

Develop and monitor project budgets, ensuring cost-effectiveness and donor compliance.

Support partners and peer-led organizations with grants management and reporting.

Ensure transparent procurement and resource allocation in line with organizational policy.

6. Capacity Building & Team Leadership

Mentor and supervise project staff and peer leaders.

Identify capacity needs and deliver tailored training programs on HIV prevention, outreach strategies, and community mobilization.

Promote a collaborative, respectful, and empowering work culture.

7. Partnerships & Stakeholder Coordination

Liaise with government health departments, local NGOs, international partners, and donor representatives.

Represent the project in national and regional coordination platforms.

Advocate for supportive policy environments and the rights of people living with or at risk of HIV.



Aye Myanmar Association (AMA)

No(1054), (5) Floor, Nga Quarter, Thudamar Main Road, North-Okkalapa, Yangon.

☎ : +959 4291 87680, +959 431 20087

✉ : amasecretary@amamyanmar.org

📘 : <https://www.facebook.com/ayemyanmarassociation>

🌐 : <https://www.amamyanmar.org>

Overall Roles and Responsibilities

- The Project Manager is responsible for managing all matters related to the projects implemented by AMA.
- He/ She must develop work plans and take responsibility for implementation, supervision, and evaluation to ensure that each project's goals and outcomes are achieved within the set timeline.
- He/ She will coordinate and collaborate to ensure inter-project integration and timely completion of activities in project areas across Yangon Region, Bago Region, Ayeyarwady Region, Kachin State, Kayah State, and Mon State.
- He/ She will also be involved in identifying new projects, supporting the design of project proposals by providing necessary documentation, and contributing suggestions.
- The Project Manager will take responsibility for the designated project areas.
- He/ She must be willing and able to travel regardless of the location.
- Project-related reports must be submitted to the Director before the 25th of each month.
- Any emergency actions that arise must be reported to the Director.
- Requests for necessary project funds must be submitted to the Director.
- For staffing needs, they must inform the HR Officer and collaboratively carry out the recruitment and interview processes.
- He/ She must supervise and support the staff implementing the projects to ensure that project activities are completed on time and produce positive results.
- He/ She must oversee the project outcomes and conduct monitoring and evaluations to ensure targets are met.
- He/ She must manage and submit project reports in a timely manner to the relevant donors.
- He/ She must have a good understanding of budget usage and financial planning.
- He/ She must have strong leadership and team management skills.
- He/ She must provide technical support and assist in proposal writing and submitting to donors.



Aye Myanmar Association (AMA)

No(1054), (5) Floor, Nga Quarter, Thudamar Main Road, North-Okkalapa, Yangon.

☎ : +959 4291 87680, +959 431 20087

✉ : amasecretary@amamyanmar.org

📘 : <https://www.facebook.com/ayemyanmarassociation>.

🌐 : <https://www.amamyanmar.org>

Qualifications & Experience

- Bachelor's or Master's degree in Public Health, Social Work, Development Studies, or related field.
- At least 5 years of progressive experience managing public health or community-led projects, preferably in HIV prevention.
- Strong understanding of key populations, harm reduction, and rights-based approaches.
- Experience working with peer-led interventions and/or community-based organizations.
- Proven skills in project planning, financial management, and team leadership.
- Excellent communication and interpersonal skills.
- Fluency in the Myanmar language is required; English proficiency is an asset.

Core Competencies

Commitment to inclusion, equity, and human rights.

Respect for community leadership and indigenous knowledge.

Ability to work in a multicultural, grassroots-oriented environment.

Adaptability and responsiveness to emerging needs and community feedback.

Application Process: Please send your application letter, CV with three referees and related documents (PDF Version) to Email: ayemyanmarassociationama@gmail.com. **Please describe expected salary.**

Head Office :

Aye Myanmar Association

No(1054), Nga Quatar, Thudamar Main Road, North-Okkalapa, Yangon Division.

+95-755483477

Email: ayemyanmarassociationama@gmail.com

❖ **Only short-listed candidates will be contacted for a personal interview.**