

Closeout Scope of Work

Assignment Title: Closeout Officer

Reports To: Operations and Finance Director

Location of Assignment: Yangon (This position will be based in-person at the GHSC-PSM project office)

Estimated Period of Performance and Level of Effort: 20-40 hours per week; The assignment will begin on or about October 2026, to December 31, 2026.

Background information

The Global Health Supply Chain Program – Procurement Supply Management (GHSC-PSM) project aims to ensure the uninterrupted supply of essential health commodities to save lives and create a healthier future for all. The GHSC-PSM project is implemented by Chemonics International with oversight from the U.S. Department of State (DoS) and funding from the United States President's Emergency Plan for AIDS Relief (PEPFAR), the Global Health-Tuberculosis Fund, and the Presidents Malaria Initiative (PMI). The project integrates technical solutions and proven commercial processes to promote efficient, cost-effective health supply chains worldwide. It provides operational and system support to national supply chain systems, facilitates the procurement and delivery of health commodities, and global supply chain leadership.

The GHSC-PSM project in Myanmar provides supply chain operational and system support to enhance partner's capacity to manage HIV/AIDS, tuberculosis (TB), and malaria. The project works in close collaboration with the Ministry of Health (MoH), development partners, and United States government stakeholders to align efforts and maximize impact. The project focuses on applying supply chain tools for forecasting and supply planning (FASP), warehousing and inventory management (WIM), and management information system (MIS) utilization. The project also facilitates the procurement and delivery of malaria commodities.

Objective

The objective of the assignment is to lead and facilitate an orderly and well-planned close-out of the GHSC-PSM project in Myanmar by December 31, 2026, that meets USG and Chemonics standards.

Principle Duties and Responsibilities

The Closeout Officer will work closely with the Operations and Finance Director with remote support and mentorship from Chemonics Home Office, to ensure administrative compliance and documentation regarding procurement, finance, human resources, facilities and inventory processes.

The Closeout Officer will: 1) ensure that current processes are functioning and that the project is

in compliance with the relevant USG and Chemonics regulations; and 2) provide hands-on, one-on-one guidance to staff in support of a common understanding regarding ongoing administrative preparation for project close-out and reporting.

Specifically, she/he will:

- Coordinate all elements of close out by leading individual teams through regular check-ins and sharing weekly updates in finance, personnel, inventory/procurement, and cross-cutting operations.
- Oversee the closeout checklist and ensure that tasks are assigned to a responsible party and that progress is regularly tracked.

Finance

- In coordination with the Operations and Finance Director, execute audit of targeted financial documents including subcontracts, purchase orders, payments and all required back up documentation to ensure compliance with USG regulations and Chemonics policies.
- Take action or document processes when needed in conjunction with local project staff, and in accordance with filing and record keeping systems guidance provided by the Finance and Compliance Review (FCR) team. Save back up documentation to the files if needed.
- Verify all VAT related costs are properly reported and accounted for.
- Compile and maintain a detailed list of costs that require payment or capture during December 2026 (such as office make-ready, assets disposition, etc.).
- Ensure the bank account is closed in compliance with USG regulations and Chemonics policies.
- Support the finance team in filing final tax payments and closing out the project office bank account.

Personnel

- Conduct a review of all local personnel files and fill any remaining gaps to ensure complete hard and soft copies.
- Work with the finance and HR teams to ensure that local labor law is being adhered to in all steps related to leave payout, bonus, severance, and local staff termination.
- Assist the Operations and Finance Director to monitor the staff phase-out plan and ensure that notice letters are issued in accordance with the requirements of local labor laws.
- Ensure that professional development funds for staff are fully reconciled.

Operations

- Ensure that all vendor agreements and local subcontracts have been closed out properly, including finalization of all required deliverables and issuance of final payments.
- Confirm final office make ready is completed prior to moving out or handing over office space. Confirm office and employee housing leases are terminated or completed and transferred to the landlord.

- Ensure that the Closeout Plan and Closeout Tracker are maintained and up to date.

Procurement/Logistics and Inventory

- Review and update physical inventory tracker.
- Support the development of the property disposition plan for the CO.
- Work with the necessary vendors to ensure equipment is in a proper state to be transferred.
- In coordination with the Operations and Finance Director, review all documentation for equipment to update inventory list including PAR, PO/Invoice, Receipt of Goods, etc. to ensure compliance with USG regulations and Chemonics policies.
- Take action or document processes when needed in conjunction with project local staff, and in accordance with filing and record keeping systems guidance. Save back up documentation to the files if needed.
- Support local staff to coordinate transportation, sign off on acceptance of property, and scanning of final documentation.
- Ensure compliance with inventory disposition plan.

Support cross-cutting operations tasks as needed, such as:

- In conjunction with local staff, coordinate audit of training files to ensure full documentation including attendance list, deliverables, and any other documentation required.
- Ensure that the project file management system is correctly set up and used by staff, providing training and instruction as necessary.
- Coordinate with the Operations and Finance Director and HO staff on additional requests for assistance, information and interpretation on a broad range of topics, such as allowances; contract regulations, procedures and management; subcontracting procedures and management; and billing issues. Ensure full compliance with USG and federal regulations as well as Chemonics' policies and procedures.
- Ensure that all finance, procurement, operations, and HR documents are filed both electronically and physically in accordance with the Chemonics filing and archiving procedures.
- Prepare the master file index according to Chemonics' archiving guidance and prepare the boxes for shipping back to the U.S.
- Other duties as assigned to ensure that the project has been closed out in a satisfactory manner.

Qualifications:

- At least four (4) years of experience working in finance and/or operations required, with previous experience supporting a donor-funded project and prior project closeout experience preferred
- Experience with USAID/USG policies, procedures, and systems preferred
- International field experience and demonstrated advanced communication and interpersonal skills

- Demonstrated leadership, versatility, integrity, and a problem solving, proactive, positive attitude
- Fluency in English (both written and oral) required
- Applicants must already be based in Yangon

Application Instructions

Interested applicants can email their curriculum vitae and cover letter to PSMMyanmarOperations@ghsc-psm.org by 21 October 2026, with the subject line “Application for Closeout Officer”. Only shortlisted candidates will be contacted.