

Job Announcement_10/24

[Program Manager (TB) – Programs Division]

May 03, 2024

Who we are:

We're **Population Services International/Myanmar** (PSI/Myanmar), the world's leading non-profit social marketing organization, based in Washington. 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-eight years.

What we are looking for:

PSI/Myanmar is looking for **Program Manager (TB)** who will support the Head of TB Program in the proper management of donor contracts in the health area. The Manager will provide oversight on the implementation of donor deliverables, including management of program and sub-award, supporting the Head of TB in coordinating all the respective Units/Department within PSI/M to achieve donor deliverables. Represent PSI TB program in national and donor meetings on behalf of Head of TB Program if necessary.

Your Contributions:

Technical Leadership

- Keep abreast of technical updates in the respective health area through participation in technical trainings, conferences, PSI university courses and others.

Strategic Planning

- Participate in the Strategy Development process in the respective health area.
- Participate in the preparation of Annual Workplan/Gantt Chart for respective projects in line with proposed strategy.
- Participate in the Program related meetings in the respective health area and/or for related Channels or Departments.

Representation

- Support the Head of TB, as needed, in his/her preparation for donor/government meetings in the respective health area and attend said meetings as needed.
- Support the Head of TB in preparing briefing notes, presentation slides, and other technical documents for presentation to government, donors and other partners.
- Support, act as alternate, or join the Head of TB on Government Committees, Technical Working Groups and other coordination mechanisms in the respective health area.
- Support the Head of TB in preparations for donor visits, conferences, and international meetings in the specific health area.

Program & Sub-Award Management

- Utilizing the annual health work plan, actively monitor the progress towards donor deliverables and flag to the Head of TB, any issues that will affect achievement.

- Proactively address any gaps in the above tasks to ensure smooth implementation of programs in the health area.
- Participate in the calculation of DALYs and monitor their growth annually.
- Prepare relevant scope of work/technical content on sub-award agreements and ensure their compliance with donor agreements and adherence to annual health area work plans.
- Track the achievement of SSRs quarterly, give feedback in time, and follow their actions by monitoring the plan and assisting the Head of TB in preparation of Management letter.
- Perform in monitoring site visit and conduct qualify Program Assessment to SSRs.

Financial Management

- Review monthly burn rates of TB Program implementation with Controller and address over- and under-spending with respective departments.
- Review the burn rates of SSRs in financial reports with Controller and address over- and under-spending with respective SSRs.

Compliance

- Participate in the Compliance Monitoring Team as needed.
- Required to know and understand all donor provisions for projects in the health area including restrictions by government or donors that will affect program implementation.
- Comply with donor and government restrictions and address any issues in program implementation that may impinge on those restrictions.

New Business Development

- Prepare relevant background/technical information (e.g., Briefing notes) for the CR and/or Director for use during donor 'scouting' visits
- Support Head of TB and Controller in the development of proposals and budgets in response to local and international RFPs or EOIs.

Risk Management

- Support the Head of TB with needed information and/or action to avert and if necessary, address said problems.

Supply Chain Management

- Prepare technical specifications for commodities to be procured and submit to Head of TB for inclusion in forecasting.
- Track Health and non-Health related products and analyze stock balance, prepare the reports regularly and address any issues.

Reporting

- Gather the data and prepare the analysis of technical information needed for donors, government and/or international partner reports in a specific health area.

Desired Qualifications:

- University degree: M.B.B.S., preferred Master degree, or other health-related field
- At least 5 years in the public health field and 3 years of experience in managing a health program
- Exceptional English and proven management skills

How we select the right candidate:

Evidence based selection would be applied through the personal interview, reference check for being fit with the proven skills, experience and abilities indicated in the announcement. PSI/Myanmar internal staffs are encouraged to apply and will be given equal treatment to external candidates.

How to apply:

Your application along with Resume / CV should be submitted ONLY online via the "[Apply Link](#)" before **May 17, 2024**.