



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #325-2026 (Reannouncement)
8 October 2026

Sun Community Health (“SCH”) is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff, contractors and representatives of our contractors (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff and contractors are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff and contractors, in addition to related mandatory training. All staff and contractors must ensure that they understand and act in accordance with this clause.

Job Title	: Technical Support Officer
Job/Role Grade	: 4/B
Report to	: Field Office Manager
Unit/Division	: Myitkyina Field Office/ Program Delivery Division
Duration	: Up to December 2026 with Possible for Extension
Require Position	: “ 1 ”
Contract Type	: Temporary Contract/ Dedicated Project Based
Assigned Area	: Kachin
Office	: Myitkyina Field Office

JOB SUMMARY:

The Technical Support Officer (TSO) plays a frontline, field-based role in strengthening the delivery of quality health services through Sun Community Health (SCH). The TSO is responsible for technical supervision, provider support, case reporting, and continuous quality improvement. A core function of the role is to ensure timely and complete case reporting from private sector providers, support project-related activities, supervise or facilitate community related projects, and maintain a transparent, accountable supply chain management (SCM) system covering medicines, health kits, and program materials. In addition, he/she will need to work closely with affiliated providers such as pharmacies, volunteers, and private practitioners within project township.



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DUTIES & RESPONSIBILITIES:

The duties and responsibilities of the **Technical Support Officer** include:

1. Supervision & Quality Improvement

- Conduct regular monitoring and supervision visits to private sector clinics to improve provider practices, productivity, and adherence to SCH quality standards.
- Perform regular supervision visits to staff and providers to drive productivity and quality improvement.
- Train clinic assistants and providers on data recording, registers, and stock management procedures.
- Support CME (Continuing Medical Education) activities, facilitate review meetings, and deliver technical update flyers to providers.
- Collaborate with the Quality and Performance Improvement (QPI) team to analyze program status and provide feedback to management.
- Participate actively in programmatic meetings and trainings, sharing knowledge gained with SCH colleagues.

2. Staff Management & Leadership

- Coach and guide community field staff on technical tasks, product distribution, financial handling, and administrative procedures.
- Foster an atmosphere of teamwork within and between networks, including SQH and community providers.

3. Supply Chain & Logistics

- Manage the field-level supply chain (SCM) by preparing the indents, monitoring stock levels of medicines, health kits, and IEC materials.
- Coordinate indent requests and deliveries in accordance with established protocols.
- Maintain accurate stock records and ensure proper storage, handling, and stock rotation at all levels.
- Track distributions to end-users to ensure accountability and minimize loss, damage, or expiry.
- Report supply chain gaps, risks, and discrepancies promptly to supervisors.

4. Monitoring, Evaluation & Reporting

- Validate monthly reports and data collected by field staff to ensure accuracy and accountability for national and donor reports.
- Ensure timely, complete, and accurate case reporting from private providers for all project related activities.
- Prepare monthly and quarterly activity reports, escalating field operation risks to supervisors for immediate action.
- Track monthly achievements against targets to monitor program progress.
- Facilitate troubleshooting for digital reporting at the provider level.
- Submit timely progress updates and situation reports to the Regional Manager.

5. Administration & Stakeholder Engagement

- Plan and organize trainings, meetings, and workshops in assigned townships as necessary.
- Advocate with township administrative and health authorities to ensure legislative approval and smooth operation of health services.
- Facilitate coordination between SCH providers, Sun Clinics, and partner organizations for referrals and joint activities.
- Liaise with township health departments, local stakeholders, and implementing partners to support community-related projects.
- Ensure compliance with donor policies, national TB program requirements, and SCH procedures.



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- Process financial transactions, such as provider incentive payments, ensuring accuracy and timeliness.
- Perform other relevant tasks as assigned by the direct supervisor.

Key Skills: The key skills required for the position of Technical Support Officer include:

- **Field Operations & Team Management:** Oversees field implementation teams to ensure smooth operations and the timely delivery of all project activities.
- **Coordination and Organization:** Manages field logistics, outreach schedules, and clinic/provider engagement with high efficiency.
- **Data Accuracy and Reporting:** Ensures the complete, correct, and timely collection, validation, and submission of all programmatic data and reports.
- **Supply Chain Management (SCM):** Maintains transparent and accountable supply management, including stock monitoring, resupply coordination, and proper storage practices.
- **Problem-Solving and Adaptability:** Responds flexibly to operational challenges and provides dedicated support to teams and providers in resolving issues.
- **Communication and Teamwork:** Builds strong professional relationships and collaborates effectively with providers, community stakeholders, and partners.

Qualifications:

- M.B, B.S degree is preferred but not necessary
- Minimum of 3 years of relevant experience in health program implementation, outreach, or provider supervision. Must have good communications skills, including sufficient reporting skills in English;
- Experience in CME, supply chain management, case reporting, or private sector engagement is an advantage.
- Proficient in Microsoft Word, Excel, PowerPoint, and comfortable with digital reporting systems.
- Strong communication skills, with the ability to write and report effectively in both English and Myanmar.

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Two” referees, including your last employment for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY LINK”, not later than on the evening of **22 October 2026 (Thursday)**.

SCH Myitkyina Field Office: No-422, Pyi Htaung Su Road, Myay Myint Quarter, Myitkyina

(**Apply Email Link:** hr_myitkyina@schmyanmar.org)

(**Apply Email Subject:** VA325-2026-TSO_MKN)

“SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDs status and disability.”

Only short-listed candidates will be invited for relevant tests and/or personal interviews.