



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #330-2026 (Reannouncement)
14 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	: Project Coordinator
Report to	: Technical Support Officer or Regional Manager
Unit/Division	: Yangon Regional Office/ Program Delivery Division
Duration	: Up to December 2026 with Possible to extension
Require Position	: “ 1 ”
Contract Type	: Service Agreement
Assigned Area	: Taungoo (Bago)

OVERVIEW:

The Project Coordinator (Junior Officer Level) is a field-based position responsible for coordinating and supporting Sun Community Health’s project implementation at the township and clinic levels. The role focuses on ensuring effective communication between township teams and the designated office, accurate reporting from field sites, monitoring supply and drug inventories, and providing logistical support for field operations. The position strengthens local-level coordination, supporting smooth and timely delivery of health services in the community.

SCOPE OF WORK

- Facilitate effective linkage between TB presumptive clients, the telehealth team, and Sun Providers to ensure timely and successful referral for TB diagnosis.
- If needed, facilitate outreach and follow-up for clients initially lost to follow-up from S1 Sun Providers.
- Act as the main field contact between private clinics, township/district health departments, implementing partners, and the central office.
- Coordinate daily project activities across clinics, community sites, and township health departments.
- Share schedules, activity plans, and meeting updates with field teams and partners.



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- Help organize trainings, review meetings, and community outreach events.
- Build good working relationships with local health authorities, community groups, and private providers.
- Support community-level activities as needed, in line with township health priorities and project goals.
- Assist in supervising community activities such as awareness sessions, mobilization, and referrals when required.
- Provide basic technical and operational support to ensure smooth field implementation.
- Collect service delivery data, activity reports, and monitoring forms from clinics, communities, and township teams.
- Check completeness and accuracy of reports before submitting to the central office.
- Compile data and activity reports into standard templates and submit on time.
- Maintain simple filing systems at township level for reference and audits.
- Collect and review drug and supply usage reports from clinics.
- Assist in preparing and submitting drug indent requests when stocks are low.
- Monitor stock balances at facilities and report risks of shortages or overstock.
- Help maintain basic inventory registers and support compliance with stock management practices.
- Arrange logistics for trainings, meetings, and field visits.
- Provide day-to-day administrative support for township-level project activities.
- Communicate operational needs (e.g., transport, supplies) to the designated office.
- Support coordination with implementing partners on joint field activities and reporting.

Key Skills:

The key skills required for the position of Project coordinator include:

- **Coordination Skills:** Able to effectively coordinate between clinics, township health departments, implementing partners, and communities.
- **Organizational Skills:** Able to manage multiple tasks such as data collection, reporting, and logistics at the same time.
- **Communication:** Good interpersonal and communication skills to interact with local health staff, community stakeholders, and central office colleagues.
- **Problem-Solving:** Able to identify basic operational challenges in the field and propose practical solutions.
- **Adaptability:** Willing to work in field-based settings, including rural/remote areas, with flexibility in duties and schedules.
- **Teamwork:** Works well as part of a team, supporting senior staff and collaborating with peers and local partners.

Term of Agreement:

The Contractor will receive the basic daily service payment upon submission of a complete Daily Work Report to the respective Supervisor and payment will be made within 30 days after SCH receives and accepts the report. In addition, the Contractor may be eligible for a performance-based payment, which will be determined based on the verification of achievements against the Monthly or Quarterly Performance Indicator Report and the appraisal and approval of the respective Supervisor.



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Qualifications and Skills:

- Bachelor's degree holder (any discipline) — preference given to graduates with a Bachelor of Community Health, bachelor's in public health, or other health-related fields.
- 1–2 years of experience in community project support, health programs, or data/report management (internship or volunteer experience acceptable).
- Basic knowledge of inventory and logistics management is an advantage.
- Experience working with township health teams, private sector providers, or community-based projects is preferred.
- Basic computer literacy (MS Word, Excel, email).
- Good verbal and written communication skills.
- Strong organizational and time management skills.
- Willingness and ability to travel regularly to field sites across assigned townships, including rural/remote areas.

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 **28 October 2026 (Wednesday)**.

SCH Yangon Regional Office: No. 3/1, Kant Kaw Myaing Street, Ward 8, Yankin Township, Yangon.

(Apply Email: hr_yangon@schmyanmar.org)

(Email Subject: VA330_2026_Project Coordinator_Taungoo_YRO)

“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.