



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #335-2026
17 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	: Security
Job/Role Grade	: 1/A
Report to	: Jr. Program Support Officer/ Program Support Officer/ Sr. Program Support Officer
Unit/Division	: Mandalay Regional Office/ Program Delivery Division
Duration	: Up to December 2026 with Possible Extension
Require Position	: “ 1 ”
Contract Type	: Casual Contract
Assigned Area	: Mandalay Sun Care

JOB SUMMARY:

Security Personnel will be responsible for safety of office and premises of Sun Community Health.

DUTIES & RESPONSIBILITIES:

The duties and responsibilities of the **Security** include:

- Watch the safety of assigned area/location
- Check the generator regularly if have
- Take care the safety of fire, water, electricity and thief
- Record visitors' log book and other necessary information
- Responsible for assigned compound cleaning and gardening



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- Report regularly to supervisor and support in other task as assigned
- The casual employee recognizes that he may be required to contribute to the program activities not specifically mentioned above.

Key skill: The key skills required for the position of Security Personnel include:

Organizational Skills: Must have organizational skills like interact well and teamwork.

Critical Thinking: Must have proper knowledge of emergency procedures.

Qualifications:

- Should have at least high school education and be able to read and write well;
- Should be in good health and strong as per nature of job;
- Must have a good attitude and honesty;
- Must work hard and carryout the assigned tasks dutifully

APPLICATION:

Interested applicant, please send Application Letter, referees, including your last employment for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY EMAIL”, not later than on the evening of **30 October 2026 (Friday)**.

SCH Mandalay Regional Office: No. (B 36), 65th B Street, between 65th * 66th Street, 103rd * 104th Street, Chan Mya Tharzi Township, Mandalay.

(Apply Email : hr_mandalay@schmyanmar.org)

(Email Subject: VA335-2026_Security Sun Care_MRO)

“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.