



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #339-2026
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	: Technical Support Officer
Job/Role Grade	: 4/B
Report to	: Regional Manager
Unit/Division	: Mandalay Regional Office/ Program Delivery Division
Duration	: Up to December 2026 with Possible Extension
Require Position	: “ 1 ”
Contract Type	: Temporary Contract/ Dedicated Project Based
Assigned Area	: Mandalay

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.



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DUTIES & RESPONSIBILITIES:

- Conduct regular monitoring and supervision visits to private sector clinics to improve provider practices, productivity, and adherence to SCH quality standards.
- Ensure timely, complete, and accurate case reporting from private providers for project related activities.
- Distribute or supervise health kits, IEC materials, forms, and medicines to providers, ensuring proper use, storage, and accountability.
- Supervise and support community-related projects, liaising with township health departments, local stakeholders, and implementing partners.
- Manage and supervise the supply chain system (SCM) at field level by Monitoring medicine, health kit, and IEC material stock levels regularly.
- Coordinating or supervising resupply requests and deliveries from as per protocols
- Ensuring accurate stock records and registers at all levels.
- Ensuring proper storage, handling, and stock rotation at all levels.
- Tracking distribution to end-users to ensure accountability and minimize loss, damage, or expiry.
- Reporting supply chain gaps, risks, and discrepancies promptly to supervisors.
- Support CME activities, facilitate review meetings, and deliver technical updates flyers to providers.
- Provide training and supervision to clinic assistants and providers on data recording, registers, and stock management procedures.
- Collect, review, and validate reports (e.g., monthly case reports, consultation records, stock reports) and submit to regional/national teams on time.
- Process and facilitate financial transactions such as provider incentive payments, ensuring accuracy and timeliness.
- Facilitate coordination between SCH providers, Sun Clinics, and partner organizations for referrals and joint activities.
- Submit timely progress updates and situation reports to the Regional Manager.

Core Competencies

- Field Operations & Team Management: Coordinates and supervises field implementation teams to ensure smooth operations and timely activity delivery.
- Coordination and Organization: Manages field logistics, outreach schedules, and clinic/provider engagement efficiently.
- Data Accuracy and Reporting: Ensures complete, correct, and timely collection, validation, and submission of 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 supports providers and teams in resolving issues.
- Communication and Teamwork: Builds strong relationships and collaborates effectively with providers, community stakeholders, staff, and partners.



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Qualifications and Experience

- Any graduate with at least 3 years of management experience in health-related projects (M.B., B.S. degree from a recognized university is preferred but not mandatory).
- Minimum of 3 years of relevant experience in health program implementation, outreach, or provider supervision.
- Experience in 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 EMAIL/ LINK”, 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 Link : <https://smrtr.io/CpDGk>)

“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.