

VACANCY ANNOUNCEMENT

The Union Office in Myanmar is seeking applications from dynamic and highly motivated Myanmar nationals for the following vacant position.

Position Title	:	PSM Assistant
Duty Station	:	Yangon
No. of Position	:	One 1 Position
Duration	:	Till end of December 2025
Department	:	PSM Unit
Reports to	:	Programme Manager (PSM)
Closing date	:	23rd March 2025
Estimated Monthly Gross Initial Salary	:	Around 1,100,000 MMK

BACKGROUND

International Union Against Tuberculosis and Lung Disease - The Union is an International Non-profit Organization based in Paris, France. The Mission of The Union is to end suffering due to tuberculosis and lung diseases, old and new, by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no one is left behind, people are treated equally, and we have a focus on vulnerable and marginalised populations and communities. The Vision of The Union is a healthier world for all, free of tuberculosis and lung disease.

In Myanmar, The Union provides technical support to various stakeholders, partner organisations and institutions in the health sector, with a focus on TB and HIV and has strengthened the local capacity to deliver high-quality services. Key programmes include an Integrated HIV Care (IHC) Programme for People Living with HIV/AIDS, which has been supported by key donor agencies since 2005 to provide outpatient services and prevention activities to People Living with HIV (PLHIV) in 16 ART centres and 36 Decentralized sites in 38 townships in Myanmar. In addition, The Union's Tuberculosis Programmes including community-based TB case finding activities in 13 townships in Upper Myanmar and as of 2015 MDR-TB Care, which addresses drug-resistant TB at the community level in 27 townships in Myanmar.

The Union is part of the HIV/TB Agency, Information and Services (AIS) Activity, which is funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) as well as the Accelerator to End Tuberculosis (TB Accelerator) through USAID. The AIS Activity provides a free, confidential and comprehensive range of TB prevention, testing and treatment services specifically tailored to help people live a healthy life, prevent the spread of new infections and suppress TB in Myanmar.

Programmes run by The Union are expected to continue indefinitely and are approved until December 2025. Due to increasing national demands in the current environment in Myanmar, The Union is looking for an experienced and committed person to fill the position of **PSM Assistant**.

GENERAL MISSION

The PSM Assistant will deliver the following duties and responsibilities under the direct supervision of Programme Manager_PSM and overall support from Deputy Programme Director _ Lab and PSM;

DUTIES AND RESPONSIBILITIES

Handling Pharmaceutical Products

- To help responsible person with reception process of Pharmaceutical and Non-pharmaceutical products according to SOP.
- To record and report to the responsible person if any damage of pharmaceutical product is found while unpacking and checking process
- To move pharmaceutical products to the designated place for storage after checking and verifying by the responsible person
- When moving some pharmaceutical products (Test kits and Reagent) to the designated place, the standard procedure has to be abided according to the instruction of manufacturer (the pharmaceutical products which need cold temperature need to be carried in cold storage box).

Logistics Arrangement

- To assist in preparation of logistic plan of collection and transportation of commodities such as ARV drugs, OIs drugs, laboratory and other commodities
- To ensure the issue process according to SOP
- While delivering Pharmaceutical and Non-pharmaceutical product to the health department, Delivery report and Receipt from Warehouse also need to be sent.
- A copy of Receipt from health department and warehouse has to be given to the sender.
- To properly keep daily record of PSM related activities, vehicle usage and information
- related transportation for each time.

Checking Storage Condition

- While on duty at warehouse, to conduct proper check-up with the responsible person on the storage room temperature, the temperature of the fridge and storage condition of commodities before the duty time
- To record and report if there is any error

Data Recording and Reporting

- To assist in maintenance of stock related documents and files in line with SOP
- To assist in preparation of weekly/monthly/quarterly reports of all kinds as per the program's requirements
- To ensure timely submission of these reports using forms and software as per the program's requirements
- To conduct stock verification weekly/monthly/quarterly with the lead of responsible person and record and report the findings to respective supervisor and PSM Manager in a timely manner

Coordination

- To communicate and coordinate with respective state/regional stakeholders, Medical Officers, Field Officers, PSM colleagues and other partners for smooth implementing of PSM related activities
- To coordinate with Finance Unit for financial process

Others

- To perform the additional tasks to meet the programmatic requirements

RECRUITMENT CRITERIA

- Bachelor degree
- Basic level in English language
- Formal training in Procurement and Supply Chain Management will be an added advantage
- Computer literacy specifically in Microsoft Office (Excel, Word, Power-point, Outlook, Access)
- Personal integrity, Honesty and positive thinking
- Good analytical skills with the capability to focus in details
- Utmost respect for confidentiality, particularly regarding patient information and sensitive program-related discussions.
- Display of personal integrity, honesty, and a positive mindset in all professional interactions.
- Unwavering COMMITMENT to neutrality and integrity in alignment with The Union's Code of Conduct.
- Alignment with The Union's Mission and Values, showcasing a shared commitment to the organization's overarching goals: [Link to Mission & Values](#)

Application:

Please send your application letter and CV (with THREE contacts for Reference Check), to hr.myanmar@theunion.org .

(Educational Certificates and supporting documents are not required at this stage of the application process.)

The Union Office in Myanmar

Ma-10, 64th Street, between 101st*102nd Streets, Chan Mya Thar Zi Township, Mandalay, Myanmar
(According to the large number of applications received, only shortlisted candidates will be notified for the interview.)

Note:

- While applying please mention the job title in the subject column of your email.
- Applications submitted after the deadline will not be reviewed.
- The Union in Myanmar is a Tobacco-free environment.

The Union has a zero-tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all employees are required to adhere to the Code of Conduct, which enshrines the 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.

Disclaimer: The Union does not charge a fee throughout its recruitment process.