

## **Program Assistant**

**Date: 13<sup>th</sup> Oct 2026**

We are currently recruiting **Program Assistants**, directly reporting to the Senior Program Officer. This position is based in Southern Shan state, with 80% of travelling to project area.

### **Job Profile**

We are seeking a motivated and collaborative Program Assistants to support community-level health program activities in Southern Shan State. The role contributes to activity planning, field implementation, coordination, training arrangements, documentation, and timely reporting. Working closely with program colleagues and community mobilizers, the Program Assistant will do participate in field visits, monitor progress, and help address challenges affecting activity delivery.

### **Key Responsibilities**

- Contribute to work plan development, activity schedules, preparations, implementation and follow up on agreed actions.
- Coordinate with program colleagues, relevant departments, and community mobilizers to support effective implementation and resolve activity gaps.
- Assist in organizing and delivering technical training sessions, workshops, and community meetings, maintaining complete activity records when assigned by the supervisor.
- Collect and verify activity reports, identify data discrepancies, and follow up on missing or unclear information.
- Support basic data analysis and prepare accurate reports, summarizing progress, challenges, and follow-up actions within agreed deadlines.
- Organize and participate in field visits, gather information, document findings, and contribute to practical recommendations.
- Maintain accurate, organized program records and handle information confidentially, sharing it only through authorized channels.
- Promptly report security concerns and operational risks, follow relevant guidance, and support adjustments to field activities when necessary.

### **Required Qualifications and Experience**

#### **Essential Criteria:**

- University degree with experience with NGOs/INGOs or equivalent to the degree.
- Previous experience in health program support or related roles is preferred.
- Strong organizational and multitasking skills, with the ability to meet program achievement.
- Good written and verbal communication skill in Myanmar and ethnic language.
- Proficiency in data recording and reporting using Microsoft software.
- Demonstrate the ability to work collaboratively in a team environment and engage with diverse stakeholders.
- Willingness to travel and work in field locations

#### **Desirable Criteria**

- Experience working with Technical Agencies and a good knowledge of health systems and programs.
- Familiarity with mobile data collection tools and methodologies.
- Strong organizational skills and attention to detail.
- Ability to work independently and take initiative.
- Flexibility and adaptability to changing project needs and priorities.

**Skills and Competencies**

- Strong planning and organizational skills, with the ability to manage multiple tasks and meet deadlines.
- Attention to detail when checking information, maintaining records, and preparing reports.
- Effective teamwork and respectful communication with diverse communities and stakeholders.
- Ability to work independently, take initiative, and contribute practical solutions.
- Flexibility to respond to changing activity needs, priorities, and field conditions.

**Behavior and conduct**

- Ensures that behavior inside and outside of work promotes the values of organization.
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criterion described, we encourage you to apply anyway; you could be exactly what we need!

**How to apply:**

To apply for this post, please send your job application to [hrmyanmar.hrmyanmar@gmail.com](mailto:hrmyanmar.hrmyanmar@gmail.com)

**Closing date: 27<sup>th</sup> October 2026**

If suitable and qualified applicants are found, interviews and hiring processes may be conducted earlier than the specified date.