

Senior Program Officer

Date: 13th October 2026

We are currently recruiting Senior Programme Officers, directly reporting to Area Team Leader/Project Focal. This position is based in Southern Shan state, with 60% of travelling to project area.

Job Profile

We are seeking a skilled and collaborative Senior Programme Officer to support the management and implementation of health and emergency response programmes. The role combines programme planning, team supervision, operational coordination, and monitoring to ensure activities respond effectively to community needs. You will work closely with health personnel, community-based organizations, and relevant stakeholders to strengthen service delivery and achieve programme objectives.

Key Responsibilities

- Develop work plans with clear timelines and targets, monitor progress, address implementation challenges, and support adjustments to activities and budgets when needed.
- Work with township health personnel, community groups, and other stakeholders to organize coordination meetings, awareness sessions, training, and community discussions, ensuring agreed actions are followed up.
- Help establish and maintain referral pathways, coordinate with relevant health personnel, and support verification of referral cases against approved programme criteria.
- Coordinate daily tasks, support recruitment and orientation, provide constructive feedback, complete timely performance reviews, and identify training and professional development opportunities.
- Review expenditure and supporting documents against approved budgets and work plans, prepare monthly cash requests, and verify procurement compliance within delegated authority.
- Support safe field travel and supervision visits, facilitate collaboration across departments, and work with pharmacy and logistics colleagues to maintain accurate stock records and appropriate storage and distribution of medicines and supplies.
- Conduct supportive supervision and assessments, verify programme data and supporting records, follow up on findings, and contribute to improvements in programme quality and implementation procedures.
- Compile timely progress reports, case studies, and community feedback; maintain accurate documentation; and uphold safeguarding, ethical conduct, inclusion, and appropriate reporting of concerns.

Required Qualifications and Experience

Essential Criteria

- University degree in nursing, public health, community health, or another relevant discipline. Graduates from other disciplines are also welcome to apply.
- Professional experience in development project planning, implementation, monitoring, and evaluation.
- Knowledge and experience in data collection, data management, analysis, and reporting.
- Ability to build and maintain effective working relationships with stakeholders and community groups.
- Ability to communicate clearly, facilitate learning, and work collaboratively in a multicultural environment.

Desirable Criteria

- Experience in program implementation, particularly in Shan State.
- Experience managing large-scale projects and coordinating with stakeholders.

- Experience working in resource-limited settings.
- Experience monitoring supply chains and supporting risk assessment and mitigation.
- Knowledge of procurement processes and good distribution practices.

Skills and Competencies

- Strong planning, organization, and follow-up skills.
- Supportive team leadership and commitment to continuous learning.
- Attention to detail when reviewing data, expenditure, and programme documentation.
- Practical problem-solving skills and adaptability to changing operational needs.
- Respectful communication, cultural awareness, and commitment to inclusive community engagement.
- Integrity, accountability, confidentiality, and commitment to safeguarding.

Behaviour and conduct

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

How to apply:

To apply for this post, please send your job application to hrmyanmar.hrmyanmar@gmail.com

Closing date: 27th October 2026

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