



ICAP at Columbia University, a global health leader situated within the Columbia University Mailman School of Public Health in New York City, seeks highly qualified candidates to serve as Program Assistant based in Yangon, Myanmar. The incumbent will be responsible for providing assistance in planning, organization, administration, and implementation of ICAP Myanmar's HIV related program activities.

ICAP seeks highly qualified and experienced candidates to fill the Program Assistant position. The successful candidate will hold a university degree in any discipline with a minimum of 2+ years' experience in program administration (admin, logistics, clerical and program support service) preferably I/NGO experience in HIV related projects.

The incumbent will work 5 days a week, with regular reporting of working schedule to the Program Officer. The incumbent should have computer literacy, good communication and interpersonal skills.

Application:

To view the detailed position description and submit your application, please include an application letter, an updated CV, a passport-sized photo, copies of your educational qualifications, and three references. You can send these via the link below or scan the QR code provided:

<https://careers.pageuppeople.com/996/cw/en-us/job/499054/program-assistant>

Not Later than 25 October 2026: 17:00 Hr.



The position is contingent upon availability of grant funding. Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.