



VACANCY ANNOUNCEMENT

PROJECT MANAGER – YANGON

I. ORGANIZATION BACKGROUND

MdM-France (MdM-F) currently works in 30 countries across all continents to facilitate access to healthcare through 6 thematic areas: Sexual and Reproductive Health Rights; Migration, Exile, Human Rights and Health; Harm Reduction; Environment and Health; Humanitarian Space and Healthcare systems and rights.

MdM has been operating in Myanmar since 1994, implementing health and community-based programmes focused on harm reduction, HIV/AIDS prevention and care, and sexual and reproductive health (SRH). These interventions primarily serve key population groups, including people who use drugs in Kachin State, as well as (FSW/MSM/TG women) in the Yangon area. The program implements a harm reduction project with a strong SRH component, providing SRH services to SW, LGBTQI+ communities, and people living with HIV, using a strong community partnership approach. The program will focus on awareness raising, health education, demand generation, and delivery of and linkage to SRH services including secondary prevention of cervical cancer. The position will be based in Yangon.

II. HIERARCHICAL & FUNCTIONAL LINKS

Project Manager reports to the Project Coordinator as the direct line manager and works closely with other Coordinators in the country's coordination office for technical, programmatic, and operational supports. He/she collaborates extensively with local partner organizations and stakeholders.

III. ESSENTIAL DUTIES

Based in MdM's Country Coordination Office (CCO), the Project Manager is responsible for the management and day to day supervision of MdM's activities under the Harm Reduction (for sex work) program and activities implemented in the project regions to ensure the timely and quality implementation of MdM's harm reduction (sex work) project.

- To oversee the quality and timely implementation MdM's activities within the project.
- Review and provide feedback on partners' narrative and financial reports
- To support the Project Coordinator in monitoring and analysis of project outputs, deliverables, and achievement of project indicators in line with the project implementation plan, logical framework, and MEAL plan.
- To support the Project Coordinator on the management of any pilot project
- To collaborate with focal persons from local partners and monitor implementation of community-based activities by local partners to make sure quality and timely implementation of activities
- To support the Project Coordinator in collaborating with relevant external stakeholders, including regional and township health departments, other technical/implementing partners (UN agencies, INGOs, NGOs), local partners (CBOs, self-help groups), and local authorities.
- To contribute to regular internal and external reports including donor/project reports.



IV. TASK AND RESPONSIBILITIES

PROJECT MANAGAMENT

- Support the development and implementation of partner-led and MdM project activities
- Collaborate with focal persons from local partners and monitor implementation of community-based activities by local partners and contribute to the quality and timely implementation of activities
- Manage and supervise MdM day to day operations within the project scope, ensuring adequate follow up and communication with other departments and partners
- Identifying potential gaps in the projects (including partnerships, beneficiary and community participation, quality of relations with beneficiaries, elements of sustainability) and proposes corrective measures together with the program team
- Ensure the organisation of regular visits to outreach sites and to implementing sites of local partner organizations, in collaboration with the Project Coordinator and MEAL manager.
- Ensure the organization of advocacy and communication efforts and oversee the implementation of workshops, drafting materials, and engaging with government authorities and stakeholders in collaboration with the Project Coordinator
- Supporting the mission in identifying needs and designing new program activities for Harm Reduction (sex work) as requested.
- Plan, prepare and organise project related trainings to partner organisations in strong collaboration with training manager and other relevant departments
- Monitor and identify capacity gaps among local partners and provide recommendations to the Project Coordinator on capacity-building priorities and follow-up actions.

ADMINISTRATION, FINANCE, AND LOGISTICS

- Ensuring that financial expenses and other administrative requests are implemented in compliance with MdM's financial policy
- Ensure budget management for activities under the Project Managers responsibility, in collaboration with the financial department and with support from Project Coordinator.
- Responsible for the organisation of project related meetings, workshops and trainings, and support the Project Coordinator in planning, preparing and information sharing
- Ensure the follow up and monitoring of administrative authorisations required for MdMs activity implementation in collaboration with the Liaison advisor or other relevant coordinators.

STAKEHOLDER COORDINATION AND REPORTING

- Review reports submitted by local partners, provide necessary feedback, and follow-up on action plans.
- Preparing internal monthly reports and donor reporting in collaboration with the MEAL manager and Project Coordinator, and ensures that they are consistent and coherent.
- To support the Project Coordinator in collaborating with relevant external stakeholders, including regional and township health departments, other technical/implementing partners (UN agencies, INGOs, NGOs), local partners (CBOs, self-help groups), and local authorities.

This list of activities is not exhaustive and may change depending on the situation. The line manager may request for additional relevant tasks to participate based on program need.



Qualifications and Experiences

EDUCATION (Essential)	Bachelor/master's in social science studies or public health is desired
SKILLS REQUIRED	- At least 3 years of project management experience in development/ humanitarian context. - Past experience of managing sex work programs is highly desirable - Past experience of managing SRHR programs, including cervical cancer is highly desirable - Good experience in project cycle management, management tools, and M&E mechanisms. - Experience in partnership development with local organizations, community-based organizations, and self-help groups - Past experience of working with key populations, especially sex workers, LGBT+, and people living with HIV/AIDS or other vulnerable populations is a strong asset - Past experience in reporting is desirable - Good user of MS office.
LANGUAGE	Excellent English writing/speaking skills.
PERSONAL SKILLS REQUIRED	- Ability to work under a minimum of supervision - Strong problem solving and organizational skills - Strong relationship skills and ability to work effectively with multiple local stakeholders - Strong coordination and communication skills - Ability to classify and to manage priorities - Listening and diplomacy skills - Capacity to work and to live in a multicultural environment
REFERENCE	2 professional references from previous supervisors (Name, Position, Organization, Email address and Telephone number) 1 personal references (Name, Position, Organization, Email address and Telephone number)



MdM SOCIAL BENEFITS:

Social and other benefits: MdM medical benefits, public holidays, 13 months' salary, leave benefits, Travel and Food allowance and Monthly phone top allowance.

APPLICATION PROCESS:

Please kindly fill out the application form using the link below:

[Fill out form](#)

Interested and qualified candidates, both internal and external, are invited to submit their CV and cover letter to the email address below, quoting "**PROJECT MANAGER**" as the subject line:

recruitment.yangon.myanmar@medecinsdumonde.net

All applications must be submitted by **5:00 PM on 30th October 2026**

MdM stands up for the integration of people living with disabilities and fights against discrimination.

Only shortlisted candidates will be contacted.

Due to urgency of the role, Médecins du Monde reserves the right to fill the vacancy before the closing date of applications.

Our objective is to create an inclusive workforce that is reflective of the populations we support; we strongly encourage applications from those who are marginalized and considered as vulnerable groups.