

## Vacancy Announcement (044/2020)

**PYI GYI KHIN (PGK)** is a local, woman's non-governmental organization (NGO) which was founded in 1997 to strive for rights of every citizen especially women and children and provide necessary services through capacity building of the people and necessary advocacy work. The organization has over 20 years experiences in provision of health service delivery programs to increase access to HIV Prevention and Care & Treatment services, MDRTB support program activities and (TB-ACF) community based TB care activities in 48 townships in state and regions in Myanmar. PGK has been working advocacy in promotion of rights of vulnerable groups in access to health care, gender equality, policy and legal reform in Universal Health Coverage, Right to Information and Freedom of Association through strengthening local organizations/civil society networks.

### Project Background

Local Action Towards TB Free Myanmar (LATT-Myanmar) project is a 3-year project, supported by the US Agency for International Development, aims to build and strengthen the TB community network response in order to expand and improve effective TB services in Myanmar. LATT-Myanmar will work to expand TB community network by mobilizing a TB community-led advocacy and service system nationally and in targeted geographic sites in Myanmar, and to improve quality across the TB care cascade by TB community led services that enable and narrow the gaps in linking to care.

Now PGK is recruiting a qualified candidate for **Program Manager (PM)** under LATT-Myanmar project.

<b>Position Title</b>	<b>: Program Manager (PM)</b>
<b>Project Title</b>	<b>: Local Action Towards TB Free Myanmar (LATT-Myanmar)</b>
<b>Report to</b>	<b>: Program Coordinator (PC)</b>
<b>Duty station</b>	<b>: Yangon</b>
<b>Level</b>	<b>: 4</b>
<b>Grade</b>	<b>: B</b>

**Dead Line Date of Application: 18-September-2020 (Friday)**

The Program Manager (PM) will be mainly responsible for the Overall Program Management and implementation assisting Program Coordinator for overseeing the project's approved work plan activities and the budget management. The PM will lead the program & closely working with M&E team members for prime's implementing team and partners agencies' activities and budget management. He/she will work closely working with administrative and logistics team to ensure smooth running and operating of the project.

## **Overall Responsibilities**

- Make sure achievement outputs for overall project activities (LATT-M), maintain an in-depth knowledge of the TB and MDR-TB to achieve the project objectives.
- Provides project management tools particularly Work Plan and manages for smooth running at the project, Practice in budget control and reviews process.
- Delivers the LATT-M project activities through management of the technical, programmatic and budget operations of the implementing agencies in Myanmar. This includes working closely with the Program Coordinator to develop annual workplans and budgets; monitoring expenditures against approved budgets; and modifying budgets and/or activities according to the project strategy and needs.
- Oversees the subrecipients or partner organizations, ensures that the subcontracts/subgrants are managed, implemented, evaluated and reported on in a timely and technically-sound manner.
- Represents the Project at meetings with donors, partners and other stakeholders, including presentation of the program and technical areas as appropriate.
- Works closely with the operation team, administrative, and finance team to ensure smooth operations of the project.
- Oversees the development of trainings/ workshops program in cooperation with relevant National Program, health CSOs and the technical staff.
- Work with national counterparts on development and approval of training/workshops schedules and related activities.
- Supervise the Program Officers for smooth running the project implementations such as network advocacy and service deliveries through CSO/Charity Clinics, supplies the IEC materials.
- Supervise the Program officers to deliver quality product and prepares quarterly and milestone reports to the M&E Team.
- Performs other relevant duties as assigned.

## **Advocacy and networking**

- Collaborates with Program Coordinator, represents, liaises, coordinates and advocates to relevant stakeholders and partners at different levels.
- Manages liaison activities, networking, advocacy and gather information related to stakeholders especially CSO and community networks.
- Manages program reliability through coordination and information sharing between the prime and partners organizations.
- Provides guidance to Team Players to perform advocacy related actions, targets to local authorities and stakeholders if necessary.

## **Operations and Support**

- ❖ Collaborates mutual communication with different stake holders like National TB, Disease Control Department, other donor agencies in country.
- ❖ Shared responsibility the best experience in training, capacity building and mentoring staff and others.
- ❖ Actively participate and support in Advocacy and Human Rights program activities if necessary.

## **Financial Management**

- Manages the project budgets, Funding utilization and allocation, cash flows management which are in line with segregation of duties of PGK and donor requirement.
- Requests all expenditures relating to budgets as per financial guides.

## **Knowledge, Skill, Abilities, Expertise and complexity**

- Demonstrated knowledge of TB/MDR-TB, HIV AIDS in Myanmar.
- Having advocacy and CSO networking experience is an advantage.
- Experience in training and mentoring staff and others.

## **Working conditions and physical requirement**

- Usual office working conditions in Yangon. Ability to travel within Myanmar including within non-state and border regions. Additional international travel may be required for training and conferences.

## **Minimum Requirement**

- Medical Doctor (or) master's degree in public health preferred.
- At least three years' experience in TB/HIV Control.
- Demonstrated ability to work successfully in a collaborative environment and as part of a team.
- Demonstrated written, reporting and oral communication skills.
- Excellent language skills (written and spoken) in both Myanmar and English.
- Good organizational skills and an ability to manage multiple tasks.
- Ability to work under stressful conditions and working environment.
- Fully competent in Microsoft Office package, particularly MS Word, Excel and Power Point.
- Ability to work independently with minimal supervision.



# PYI GYI KHIN

Room 305/403, Yankin Garden Residence, Si Pin Thit 1<sup>st</sup> Street, Yankin Township, Yangon, Myanmar.  
Tel : 95-1-400261, HP : 09 855 1510 email : [admin@pgkmyanmar.org](mailto:admin@pgkmyanmar.org), [nwezinwin@pgkmyanmar.org](mailto:nwezinwin@pgkmyanmar.org)

Interested persons should submit an application letter detailing position and an updated Cover Letter/Letter of interest/ CV including recent photo, education qualifications and contact details of (3) referees to:

**Admin/ HR Unit**  
**Pyi Gyi Khin**  
**Room 203, Yankin Garden Residence,**  
**Si Pin Lan Thit 1<sup>st</sup> Street, Yankin Township**  
**Yangon, Myanmar.**  
**Email: [hr@pgkmm.org](mailto:hr@pgkmm.org)**

- Note : Only short-listed candidates will be notified. Please no telephone enquiries.***
- : Please clearly mention the position and location in email subject line.***
- : We are not obliged to return received application. Qualified women candidates are encouraged to apply.***
- : All fact mention in your CV form must be corrected.***
- : Candidates are also requested to mention in the applications if there is, blood/ marriage relationships with the existing Pyi Gyi Khin employees.***

