

Vacancy Announcement (022/2024)

Pyi Gyi Khin (PGK), established in 1997, is a non-governmental organization working together with local and international organizations. Pyi Gyi Khin strives for the rights of every citizen, especially women and children, and provides necessary services through capacity building of the people and necessary advocacy work.

PGK have implemented projects and programs on the community-based HIV prevention and ART support, community-based MDR - TB care project, TB care in Hard-to-Reach Areas, and the Local Engagement and Development for TB (LEAD-TB) project, with the support of GFATM, USAID and International NGO and partners.

Now PGK is recruiting a qualified candidate for **Counselling Supervisor** under GFATM project.

Position Title	Counselling Supervisor
Number of Post	1
Level	6
Grade	C1
Salary	USD - 375
Report to	Area Officer (Yangon and Northern Zone)
Duty station	Yangon

Roles and Responsibilities

The PGK - *Counselling Supervisor* is a part of an HIV/AIDS project with the primary objective of reducing HIV transmission and minimizing HIV/AIDS-related health issues and mortality within the high-risk and marginalized communities of Sex Workers and Men Having Sex with Men in Myanmar.

The core mission of this position is to provide guidance, supervision, and oversight to counsellors, ensuring the provision of high-quality counselling services to Men Having Sex with Men (MSM), Female Sex Workers (FSW), and other vulnerable populations, as well as clients visiting the Key Population Service Center (KPSC).

1. Objectives

- 1) To increase counselling scale of counsellors at all PGK-KPSC.
- 2) To increase the numbers of HIV testing performance and HIV care services of PGK-KPSC.
- 3) To smoothen counselling process.

2. Duties and Responsibilities

- Supervise and monitor the conducting HTS according to NAP-Counselling guidelines and protocols - including HIV group counselling, Mobile HTS whenever applicable.

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- Supervise and monitor counselling sessions following NAP Counselling guidelines and protocols – including ART adherence counselling, adult and adolescent counselling, psychological support, the use of IEC materials, pamphlets, and visual aids (flipcharts) whenever appropriate.
 - Monitor and check the submitted work plan.
 - Support client index case- encourage client partner testing.
 - Conduct case management plan with Area Manager, Center Officer, Counsellor, and Outreach workers.
 - Keep an up-to-date referral network directory and refer clients as appropriate (e.g., ART, TB, other psychosocial issues, etc.)
 - Comply with the NAP centralized system and accomplish the Referral system.
 - Conduct to accomplish of cascade care model (Follow the Client by Phone or inform to counsellors/outreach workers to follow the client)
 - Supervise and monitor the counsellor's code of ethics, ensure confidentiality and the quality of counselling services.
 - Participate in counselling TOT and organize counselling training to counsellors.
 - Immediately inform/report to the Area Manager and respective Center Officer if there are important or unsolved issues/cases over the phone and one-to-one meetings during onsite visits.
 - Submit a monthly report to the Area Manager.
 - Collect accurate data for patients' file following PGK-M&E guidelines.
 - Coordinate and cooperate with Hospitals, AIDS/STD Team, and other partners.
 - Undertake ad-hoc tasks and other related assignments as instructed by the Area Manager and Yangon Head Office.

3. Personal requirements

- A bachelor's degree in a relevant field, such as psychology, social work, counselling, or a related discipline, is often required.
- At least (3) years of experience in a similar working environment, including coaching and supervision.
- Must have direct experience in community work and a good understanding of HIV/STI prevention and RH (Reproductive Health) issues for the FSW (Female Sex Workers) and MSM (Men Having Sex with Men) community.
- Good interpersonal and communication skills with an interest in building relationships.
- Must be trained in basic and advanced counselling (e.g., NAP training).
- Strong communication skills, sound judgment, and team-building abilities.
- Commitment to and an understanding of PGK's values and core principles.
- Intermediate proficiency in written and spoken English.
- Basic knowledge and understanding of Microsoft Office applications.
- Able to use email and the internet proficiently.
- Willingness and ability to travel in the field and districts as necessary.
- Able to drive motorbike safely and must have a valid license (Preferred).



PYI GYI KHIN

No. (82), Maharsi Tharthana Yeik Thar Road, Bahan Township, Yangon, Myanmar.

Ph : 09-899384280

Email : management@pgkmm.org

hr@pgkmm.org

Website : www.pgkmyanmar.org

www.facebook.com/PyiGyiKhinMyanmar

Please note that all the applications must be in google format as mentioned below or available at MIMU Myanmar website.

Apply link:

[https://docs.google.com/forms/d/e/1FAIpQLSc8iMiwXKfQGnjnNVSG7M5Viz0LAJuuNNxUx634Knui5kQffw/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSc8iMiwXKfQGnjnNVSG7M5Viz0LAJuuNNxUx634Knui5kQffw/viewform?usp=sf_link)

Notes for Application:

Interested persons should submit with an updated Cover Letter or Letter of interest and CV including recent photo, educational qualifications and contact details of (3) referees.

- ✓ *The deadline date for application is **13 May 2024 (Monday) at 5: 00 PM.***
- ✓ *CV and Application Letter must be in the form of **PDF** Version only.*
- ✓ *We are not obliged to return the received application. Qualified women candidates are encouraged to apply.*
- ✓ *All facts mentioned 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.*
- ✓ *Only short-listed candidates will be notified. Please no telephone enquiries.*

PGK expects full commitment of its employees to the PGK Code of Conduct including PSEA policy.



Admin and HR Department

Pyi Gyi Khin

No. 82, Maharsi Tharthana Yeik Thar Road,

Bahan Township, Yangon, Myanmar.