



**VACANCY ANNOUNCEMENT**  
**(vacancy announcement number – 016)**

<b>Position Title</b>	<b>:</b>	<b>Deputy Manager – Technical Support and Quality Assurance</b>
<b>Report To</b>	<b>:</b>	<b>Head of M&amp;E and Technical Support</b>
<b>Liaise with</b>	<b>:</b>	<b>Program Operations, Program Support &amp; Finance Departments</b>
<b>Duty Station</b>	<b>:</b>	<b>Head Office, Yangon</b>
<b>Contract Type</b>	<b>:</b>	<b>Project-Base Yearly Staff Contract</b>
<b>Project Duration</b>	<b>:</b>	<b>1<sup>st</sup> January 2024 to 29<sup>th</sup> September 2024</b>
<b>Application Period</b>	<b>:</b>	<b>as soon as possible and until the candidate identified</b>
<b>Benefits and Allowances</b>	<b>:</b>	<b>Salary + Attractive Employee Compensation Packages</b> <b>(13<sup>th</sup> Month Service Gratuity + Health Care Insurance &amp; Benefits +</b> <b>All Public Holidays &amp; Paid Leaves + Travel &amp; Communications Allowances)</b>

**Myanmar Positive Group (MPG)** is the largest National Network of People Living with HIV (PLHIV) in Myanmar registered as a local community-led, non-profit, community-based organization affiliated with over one hundred and sixty Self-Help Groups across Myanmar to work for PLHIV individuals, Key affected Populations (KPs) and their families over the past eighteen years since our foundation in 2005.

Our mission is to represent and serve our community through sustainable community-led intervention strategies that address the needs and concerns of PLHIV and KPs with primary focus on the area of 1) Capacity Building, 2) Networking, 3) Representation, 4) Reduction of Stigma and Discriminations, 5) HIV Service Provision including Emergency Response activities and, 6) Advocacy and Building of Strong Partnership and collaboration with different Key Stakeholders in National AIDS Responses, various global and regional networks under the Leadership of Elected Area PLHIV Representatives from all the States and Regions of Myanmar as its Board of Representatives and Guidance of MPG Advisory Committee through its Secretariat Office and Head Office in Yangon, twelve field operations offices and one clinics across the country.

MPG is currently seeking a qualified motivated Myanmar national to apply for **Deputy Manager – Technical Support and Quality Assurance** at Technical Support Department to implement Community -led HIV, COVID-19 and other essential health care service provision including prevention, care and treatment, human rights, gender, legal aids supports and emergency response services across Myanmar through support of different donors and funder during 2024 – 2026.

## **Job Purpose**

**Deputy Manager – Technical Support & Quality Assurance** is mainly responsible for implementations of Technical Support Services Operations of MPG and this position is accountable for the following key responsibilities.

## **ROLE & RESPONSIBILITIES**

### **CAPACITY BUILDING TRAINING PLANNING AND OPERATIONS**

- Provide Technical Capacity Buildings and lead training activities including on-site training for center medical officers (CMOs), peer supporters, self-help groups, and community networks by ensuring continuous linkage to information, services, improving coordination and maintaining close collaboration through regular communications and feedbacks;
- Prepare and arrangement training materials documents, submit and follow up approval request documents and lead the delivery of training related advocacy meetings with respective key stakeholders for smooth implementations of trainings;
- Support the department head in communication with focal from Technical Support organizations and implementing partners to develop and review references and training materials resources including training contents, designs, facilitations, session plans, testing of package and effectiveness assessment methodology and lead IEC materials development for quality of trainings;

### **COORDINATION FOR QUALITY ASSESMENT, SUPPORTIVE SUPERVISION VISIT, MONITORING AND EVALUATIONS**

- Conduct a regular QA visit to all the KPSC and provide necessary report on time;
- Coordinate with other team member for routine monitoring and provide technical supervision to entire designated training team for smooth planning, coordination, operational implementation of training related activities;
- Organize, coordinate and conduct effective planning, implementation of timely, qualitative and compliance processes at all levels of the activities with standards and polices of network;
- Support monitoring and supervising plans are timely and systematically performed for each training;
- Plan to achieve targets of each training and regularly evaluate the achievements against targets in coordination with M&E Team for maintaining and improving the efficiency and cost-effectiveness;

### **DOCUMENTATION, REPORTINGS AND PROGRAM DEVELOPMENT**

- Prepare and Draft documentation of best practices and challenges lessons learned through conducted series of trainings and providing regular feedback relevancy of Standard Operational Procedures and guidelines for Trainings;
- Prepare and submit routine trip reports, and monthly and quarterly progress reports with relevant feedback and key relevant findings during implementation of training with recommendations and provide inputs in annual report preparations;
- Perform Quality Assurance of training and timeliness of quality donor reports and analyze evidence-based package reviews;

## SKILLS AND EXPERIENCES NEEDED

- Hold a Bachelor Degree in Health (preferable M.B.B.S);
- Has minimum three years or equivalent proven experiences of community trainings and facilitations;
- Has familiarity with Project Management, Financial and program reporting preparations;
- Ability to efficiently use Microsoft Office and communicate in English;

## ESSENTIAL SKILLS REQUIRE

- Strong Planning and Organizing Skills, Service Oriented, Planning & Organizing Skills, Self-motivated, Passionate, Creative, Ability to work under stressful conditions;
- Strong Negotiation Skills, Relationship Building, Leadership Skills with strong Team spirits;
- Ability to work in multi-cultural environment with High level of integrity with in depth knowledge of vulnerable community particularly PLHIV and HIV affected communities;

***“MPG is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, color, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. People Living with HIV are strongly encouraged to apply for this position. ”***

Interested candidates are requested to enter the below link or scan the QR code by filling necessary information for the application submission process as soon as possible and until the candidate identified.

[Click Here for Job Application Submission for this position !](#)



***Only short-listed candidates will be contacted for personal interview.***

### **Myanmar Positive Group, Head Office**

No. F6, Thandwe Street, Mya Kan Thar Villa, 14Ward ,Hlaing Township , Yangon , Myanmar

If you have anything to know associate this position, please contact to [hrd@myanmarpositivegroup.org](mailto:hrd@myanmarpositivegroup.org)  
OR (HP +95 9 78761 3048, + 95 9 7656 39775) within Office hour (Monday to Friday).

MPG has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours).