

Vacancy Announcement (028/2026)

Pyi Gyi Khin (PGK), established in 1997, is a national non-governmental organization committed to improving the health and well-being of communities across Myanmar. PGK works in partnership with government authorities, local civil society organizations, and international development partners to promote equitable access to quality health services, with particular attention to vulnerable and underserved populations.

With over years of experience, PGK has implemented community-based health programs in HIV prevention and care, TB and DR-TB management, and broader public health initiatives in both urban and hard-to-reach areas. The organization has extensive experience managing donor-funded projects and strengthening community systems through capacity building, advocacy, and service delivery support.

Currently, PGK is expanding its TB and DR-TB interventions in collaboration with the National TB Programme and relevant stakeholders. The project focuses on strengthening community-based service delivery, improving access to TB diagnosis and treatment support, and enhancing coordination between public health systems and community networks.

PGK is now inviting applications from qualified and motivated candidates for the position of Program Officer under the TB Project.

Position Title	Program Officer (TB project)
Number of Post	1
Level & Grade	5 C1
Salary	USD - 673
Report to	Program Manager (TB)
Duty station	Yangon
Duration	Till 31 st December 2026 (with potential extension)

Position Summary

The Program Officer (TB) is responsible for the effective planning, coordination, implementation, monitoring, and reporting of TB and DR-TB activities ensuring alignment with approved work plans, donor requirements, NTP guidelines, and organizational policies. The position provides technical and operational support to ensure quality community-based service delivery, achievement of project targets, financial compliance, and timely, accurate reporting in close collaboration with the Program Manager, M&E and Finance teams, township health authorities, and implementing partners.

Key Roles and Responsibilities

A. Planning and Project Coordination

- Develop and implement monthly and quarterly work plans aligned with the approved project framework and annual operational plan.
- Coordinate and oversee timely implementation of TB and DR-TB activities in assigned townships.
- Participate in internal weekly and monthly planning, coordination, and review meetings.
- Monitor progress against targets and identify implementation gaps to support timely corrective actions and ensure achievement of project objectives.
- Propose corrective actions to address operational challenges and ensure achievement of program objectives.

B. Program Management and Technical Support

- Lead and coordinate field-level implementation of project activities in accordance with approved work plans and technical guidelines.
- Provide technical guidance and supportive supervision to project assistants, volunteers, and community networks on TB/DR-TB interventions.
- Ensure service delivery complies with National TB Programme (NTP) standards and project quality benchmarks.
- Contribute to the development and updating of project management tools, including implementation plans, supervision checklists, and M&E tools.
- Review field reports and provide constructive feedback to improve program performance and quality.

C. Stakeholder Coordination and Representation

- Liaise with Township Health Departments, local authorities, and relevant stakeholders to facilitate smooth implementation of project activities.
- Maintain strong and professional working relationships with implementing partners, civil society networks, and community stakeholders.
- Represent the organization in coordination meetings, technical discussions, and stakeholder engagements as assigned.
- Ensure ethical, respectful, and culturally sensitive engagement with beneficiaries and partners.

D. Monitoring, Evaluation, and Reporting

- Conduct routine field monitoring and supportive supervision visits in collaboration with the M&E team.

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- Ensure accurate and timely collection, verification, and validation of program data and supporting documentation.
 - Ensure compliance with donor requirements, reporting standards, and the organization's Standard Operating Procedures (SOPs).
 - Contribute to the preparation of monthly, quarterly, and biannual program and M&E reports for assigned townships.
 - Support periodic program reviews and evaluations as required.

E. Financial Management

- Ensure preparation of timely activities fund requests and certify activity expenses as per the segregation of duties of PGK within approved budgets.

F. Additional Responsibilities

- Perform other necessary duties as assigned by the Program Manager to support program and organizational objectives.
- Contribute to organizational learning, documentation of best practices, and continuous program improvement.

Personal Requirement

- Medical Doctors with valid SAMA accreditation and experience in civil society networks.
- Minimum of 2 years of experience in supervising and managing project activities, focusing on community mobilization, preferably within an NGO in the public health sector.
- Knowledge of health education and training techniques on TB/DRTB, HIV will be advantageous.
- Demonstrated proficiency in interpersonal, communication, presentation skills, and creativity.
- Ability to excel under pressure and consistently meet deadlines.
- Capacity to work effectively in diverse cultural and social settings as a valuable team player.
- Strong collaboration skills and effective teamwork in diverse social environments.
- Proficient in Microsoft Word, Excel, PowerPoint, and utilizing office email systems.
- Fluency in both written and spoken English and Myanmar is highly beneficial.

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/1FAIpQLScrr48mxF9v0bnvJrzEtWOpZqx59R0lREeENleOlmMbzfWRdA/viewform?usp=publish-editor>

Notes for Application:

Interested individuals should submit an application letter specifying the position, along with an updated Cover Letter or Letter of Interest and a CV that includes a recent photo, educational qualifications, and contact details of (3) referees.

- ✓ *The deadline for application is **October 09, 2026 (Friday)** at 5:00 PM.*
- ✓ *CV and Application Letter must be in the form of PDF Version only.*
- ✓ *We are not obliged to return the application received. 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 make no telephone enquiries.*

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