



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #054-2025
19 June 2025

Sun Community Health (“SCH”) is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff and representatives of our contractor (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. 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). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Job Title	: Assistant Manager
Job/Role Grade	: 5/A
Report to	: Deputy Head of Operations / National Director
Unit/Dept	: Central Operations Unit
Contract Type	: Dedicated Project Based
Require Position	: “1”
Location	: Myeik Hub

JOB SUMMARY:

The purpose of this position is to oversee Sun Community Health Network overall operations in a defined and assigned region.

This will be achieved in three main ways:

- Leading and managing daily operations in both technical and operational perspectives to achieve goals and maximize health impact.
- Guiding team members in your regions by setting performance objectives, evaluating and optimizing operational performance while ensuring compliance is maintained.
- Leading a team to ensure well-organized and coordinated office administration and procedures, as well as financial operations, to enhance organizational effectiveness, efficiency and safety.



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DUTIES & RESPONSIBILITIES:

The duties and responsibilities of the **Assistant Manager** include:

- Representing Sun Community Health Network operations at State, regional, and national advocacy meetings and training courses.
- Building relationships with affiliated providers in a region to maximize outputs and proactively propose, plan and implement operations to address service gaps.
- Setting performance targets, evaluating, and coaching subordinates (direct supervises) to build a strong leadership team in the region.
- Identifying needs and capacity gaps of team and affiliated providers, then developing an annual capacity development plan.
- Proposing and contributing provider and consumer insights by program or region to formulate strategic operation plans and targets.
- Assisting Deputy Head of Operations (Central Office) to develop a quarterly and semiannual work plan and budget aligned with strategic operation plans.
- Working with the team to identify and communicate human and physical resource requirements for the assigned territory to achieve SAOP targets.
- Regularly reviewing the implementation of the defined work plans and ensuring timely expenditure of the annual budget in accordance with the SCH’s authority matrix.
- Regularly analyzing efficiency and effectiveness of operating in the assigned territory and identifying areas for potential cost saving or optimization.
- Assisting in ‘risk mitigation’ for the organization and its staff by identifying and reporting potential regional or national threats to the organization.
- Identifying success stories and lessons learnt for proper documentation to share with donors, government and national teams.
- Conducting supervision of field activities as required to ensure consistent operations and quality standards of intervention across the entire region.
- Developing inters or intra-office communication protocols, streamlining administrative procedures, inventory controls, office staff supervision and task delegation.
- Leading administrative team to build relationships, manage contract, negotiate prices with vendors, service providers and landlord, ensuring cost efficiency, and timely invoicing and payments.
- Leading administrative, warehouse and finance team to establish a historical reference for the office by outlining procedures for document protection, document retention, disposal, and retrieval.
- Ensure that office operations and program activities adhere to donor protocols, SCH’s financial procedures, program support guidelines, and operational standard operating procedures for various projects and programs.

KEY SKILLS

The key skills required for the position of **Assistant Manager** include;

- **Leadership:** Must have strong leadership skills and demonstrate a strong ability to grow others.
- **Management Skills:** Must have exceptional management skills and be able to manage a large, complex and diverse business territory.
- **Organizational Skills:** Must be highly organized and be able to manage many processes and activities simultaneously.
- **Others:** Perform efficiently in a high-pressure environment, demonstrate excellent problem solving, excellent communication and decision-making skills.



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QUALIFICATIONS:

- Exceptional leadership and management skills coupled with a quizzical mind
- Exceptional knowledge of territory management, programs knowledge and systems strengthening
- University Degree (MBA/ MPA/MPH or equivalent is a plus but not necessary)
- Experience in managing complex development projects
- Highly computer literate and proficient in Microsoft Office
- Excellent communicator in both verbal and written formats

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Three” referees of your last employment supervisor or HR personnel for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY LINK”, not later than on the evening of **30 June 2025 (Monday)**.

SCH National Myeik Office: No.7, Shan Street, Pale Dipar Ward, Myeik.

(Apply Link: <https://smrtr.io/rWThj>)

“SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDs status and disability.”

Only short-listed candidates will be invited for relevant tests and/or personal interviews.