



VACANCY ANNOUNCEMENT

(Number - 096)

Position Title:	Manager – Training and Quality Assurance
Department:	Training & QA Department, Program Quality Management Division
Reports To:	Head of MEAL & Technical Support
Duty Station:	Head Office of MPG, Yankin Township, Yangon, Myanmar
Number of Positions:	1 post
Contract Type:	Fixed-Term Contract
Contract Duration:	Until 31 December 2026 with extension based on performance
Project Period:	Until 29 September 2027
Salary:	Competitive and based on experience
Start Date:	1 st October, 2026

KEY DETAILS SUMMARY

Strengthen the Quality of Health Services Through Learning and Assurance

At MPG, we believe that confident, competent service delivery and quality assurance mechanisms are essential to protecting health, rights, dignity, and continuity of care.

As we implement our Strategic Plan 2026–2030, MPG is entering an exciting phase of organizational transformation—strengthening our role as a national community-led systems platform that advances health, rights, equity, resilience, and sustainable development across Myanmar.

We are seeking a highly motivated and technically competent **Manager - Training & Quality Assurance** who combines clinical expertise, strong training and facilitation skills, quality improvement experience, and a commitment to community-led health services. Reporting to the Head of MEAL and Technical Support Division, the position will lead organizational training, competency development, tele-mentoring, and quality assurance core functions. The role is responsible for ensuring that staff, treatment supporters, counselors, and partners deliver safe, client-centered, evidence-based services that comply with national and international standards across HIV testing, counselling, treatment, tuberculosis, sexual and reproductive health and rights, and comprehensive sexuality education.

This is more than a training coordination role. It is an opportunity to improve the quality of health services including testing, counselling, treatment services by turning technical guidance, program data, and field experience into practical learning and measurable performance improvement.



ABOUT MPG

MPG is a nationally recognized community-led organization and one of Myanmar's largest networks of people living with HIV and key affected populations.

Established in 2005 by PLHIV, MPG has evolved from a community advocacy movement into a trusted national platform that strengthens community-led systems for health, human rights, resilience, and sustainable development.

Today, MPG works with community networks, civil society organizations, development partners, donors, and stakeholders across Myanmar to strengthen integrated health and social responses. Our work spans HIV, tuberculosis, sexual and reproductive health, mental health, social protection, humanitarian action, community resilience, health and community systems strengthening.

Guided by our Strategic Plan 2026–2030, we are committed to strengthening healthy, empowered, resilient, and sustainable communities through accountability, innovation, localization, and community leadership.

WHY JOIN MPG?

Training and QA at MPG goes beyond delivering workshops and reviewing services with a checklist. As Manager – Training & QA, you will have the opportunity to:

- Lead competency development for staff, treatment supporters, counselor supervisors, partners, and community-based teams.
- Shape practical learning on HIV testing, counselling, treatment continuity, tuberculosis, SRHR, and comprehensive sexuality education.
- Manage in-person training, virtual learning, tele-mentoring, coaching, and post-training follow-up.
- Supervise and mentor dedicated officers and strengthen a high-performing learning and QA team.
- Work closely with program departments, MEAL colleagues, Finance, Support Services, donor focal persons, and technical partners.
- Use training data and program evidence to improve quality, accountability, and donor reporting.
- Contribute directly to stronger, safer, and more accessible community-led services across Myanmar.



JOB PURPOSE

The Manager - Training & Quality Assurance provides strategic and operational leadership for competency development and service quality improvement across MPG programs. The position is responsible for strengthening staff capacity, ensuring compliance with national and international technical standards, promoting client safety and the Do No Harm principle, and translating quality assurance findings into effective training, mentoring, coaching, and continuous improvement interventions that enhance service quality and program performance.

KEY RESPONSIBILITIES

I. Technical Training Leadership and Curriculum Development (25%)

- Lead the design, adaptation, review, and quality assurance of curricula, facilitator guides, participant materials, job aids, assessment tools, and training packages in collaboration with technical partners and donor focal persons.
- Plan and deliver competency-based learning related to health including HIV testing services, pre- and post-test counselling, ART and treatment continuity, viral-load services, tuberculosis, SRHR, and comprehensive sexuality education (CSE).
- Ensure all learning content is technically accurate, rights-based, confidential, non-stigmatizing, and aligned with approved national guidance, donor requirements, MPG policies, and adult-learning principles.
- Integrate practical demonstrations, case discussions, simulations, supportive supervision findings, and service data into training design.

II. Training, Tele-mentoring and Competency Development (25%)

- Manage delivery of in-person competency-development trainings and virtual or tele-mentoring sessions.
- Facilitate training, Training of Trainers, case-based learning, refresher sessions, and virtual learning for staff, treatment supporters, counselor supervisors, partners, and other relevant participants.
- Establish structured pre-training assessment, post-training assessment, participant feedback, coaching, mentoring, and follow-up mechanisms to measure knowledge transfer and workplace application.
- Provide technical coaching and mentoring to training staff and field teams, and coordinate specialist facilitators when additional expertise is required.

III. Service Quality Assurance and Client Safety (10%)

- Lead implementation of service quality assurance systems to ensure all client services are delivered safely, ethically, and in accordance with the Do No Harm principle, safeguarding standards, and client protection requirements.
- Conduct routine quality assurance reviews, technical supervision visits, chart reviews, and compliance assessments using approved national and international technical guidelines, standards, and quality assurance checklists.
- Analyze quality assurance findings and client service data to identify competency gaps, service delivery risks, and areas requiring improvement.
- Translate quality assurance findings into targeted training, coaching, mentoring, and continuous professional development interventions to strengthen service quality and client outcomes.



- Work closely with program departments and MEAL teams to monitor quality indicators, track corrective actions, and promote a culture of continuous quality improvement throughout MPG-supported services.

IV. Team Supervision and Quality Assurance (10%)

- Directly supervise, coach, and support the two Training - Deputy Managers, including work allocation, performance feedback, professional development, and quality review of outputs.
- Review training plans, session designs, materials, presentations, participant lists, invitations, reports, and follow-up actions before submission or use.
- Maintain consistent training standards across locations and modalities, identify performance gaps, and implement practical improvement plans.
- Promote a collaborative, accountable, respectful, and learning-focused team culture.

V. Work Planning, Budgeting and Operational Coordination (10%)

- Lead development and periodic review of training workplans, activity schedules, procurement plans, facilitator plans, and implementation trackers in coordination with relevant departments.
- Prepare activity budgets, budget narratives, forecasts, and supporting assumptions; monitor expenditure and burn rates with Finance and ensure value for money.
- Coordinate venues, travel, participant communication, invitations, materials, virtual platforms, payments, procurement, and other operational requirements with Finance, Procurement, and Support Services.
- Identify implementation risks, delays, and resource constraints early and recommend corrective actions to the Head of Division.

VI. Donor, Departmental and External Coordination (10%)

- Serve as the day-to-day focal person for training-related coordination with MPG departments, donor focal persons, other technical partners, counterparts where relevant, and community networks.
- Coordinate review and approval of curricula, tools, workplans, schedules, budgets, and technical deliverables.
- Represent MPG in relevant technical meetings and communicate agreed actions promptly and professionally.
- Ensure commitments, approvals, and follow-up actions are documented and tracked to completion.

VII. Data, Documentation and Donor Reporting (10%)

- Maintain complete and audit-ready training files, including approved agendas, curricula, participant records, consent and confidentiality documentation where applicable, assessments, evaluations, photographs where authorized, and financial support documents.
- Analyze attendance, assessment results, participant feedback, coaching records, and other training indicators to identify learning needs and performance trends.
- Prepare accurate, concise, and timely training reports, donor narrative inputs, indicator updates, success stories, presentations, and management briefs.
- Work with MEAL colleagues to ensure data quality, secure handling of sensitive information, and use of findings for program improvement and future workplan development.



REQUIRED QUALIFICATIONS

Essential

- Medical degree (MBBS or equivalent) from a recognized institution; current professional registration where required for practice is an advantage.
- Minimum five (5) years of progressively responsible experience in public health, clinical services, technical training, capacity development, or program implementation, preferably in NGO, INGO, community-led, or donor-funded settings.
- Minimum two (2) years of experience supervising staff or managing a training, technical-support, or capacity-development function.
- Demonstrated technical knowledge and training experience in several of the following: community health, HIV testing, mental health, counselling, ART and treatment continuity, viral-load services, tuberculosis, SRHR, and CSE.
- Proven ability to develop or adapt curricula, facilitate adult learning, manage in-person and virtual training, and provide coaching or mentoring.
- Experience preparing activity budgets, reviewing workplans, coordinating across departments, and contributing to donor reports and program data.
- Ability to travel within Myanmar when safe and operationally feasible, in accordance with MPG procedures.
- Demonstrated experience in conducting technical quality assurance, supportive supervision, or clinical quality improvement activities using recognized national and international service standards, guidelines, and quality assessment tools is strongly preferred.

Preferred

- Master's degree or postgraduate qualification in Public Health, Medical Education, Epidemiology, Health Management, or a related field.
- Experience working with Global Fund, UN agencies, or other institutional donor requirements.
- Experience with tele-mentoring, e-learning, Training of Trainers, competency assessment, quality improvement, or supportive supervision.
- Experience working respectfully with people living with HIV, key populations, adolescents and young people, and community-based service providers.

TECHNICAL EXPERIENCE

- Competency-based curriculum and learning-tool development.
- Clinical and public-health training facilitation, including case discussion and skills demonstration.
- Adult learning, coaching, mentoring, and post-training follow-up.
- Training-needs assessment and pre- and post-training evaluation.
- Workplan development, activity budgeting, budget monitoring, and operational coordination.
- Donor narrative reporting, indicator tracking, data review, and high-quality documentation.
- Virtual learning platforms and Microsoft Office applications, including Word, PowerPoint, Excel, Teams, and Zoom or equivalent tools.

CORE COMPETENCIES

- Leadership Competencies: Technical leadership; team supervision and coaching; sound judgement; planning and prioritization; stakeholder management; accountability for results.
- Technical Competencies: Clinical training and facilitation; curriculum adaptation; competency assessment; tele-mentoring; data interpretation; work planning; budgeting; donor reporting; quality assurance.



- Behavioral Competencies: Integrity; respect and inclusion; confidentiality; clear communication; collaboration; adaptability; attention to detail; commitment to learning and community-led approaches.

LANGUAGE REQUIREMENTS

- Strong written and spoken Myanmar language.
- Good written and spoken English, including the ability to prepare donor reports, technical materials, and presentations.
- Additional local languages relevant to implementation areas are an advantage.

WORKING CONDITIONS

- Full-time, fixed-term assignment for three (3) months, with possible extension based on performance, program needs, and funding availability.
- Duty station at MPG Head Office, Yankin Township, Yangon, with field travel and virtual coordination as required.
- The role may require occasional work outside normal office hours to support scheduled training or virtual sessions, in accordance with MPG policy.

WHAT WE OFFER

- Competitive salary, with other terms and benefits governed by MPG policy and the final employment agreement.
- Opportunity to contribute to meaningful social impact.
- Professional development and learning opportunities.
- Exposure to major international donors and development partners.
- Supportive and inclusive working environment.
- Opportunity to contribute to organizational transformation and sustainable development.

SAFEGUARDING, DIVERSITY AND INCLUSION

MPG is committed to maintaining a respectful, safe, and inclusive workplace where diversity is valued and everyone is treated with dignity and fairness.

We encourage applications from qualified candidates regardless of race, ethnicity, religion, disability, age, gender identity, sexual orientation, marital status, or other protected characteristics.

Women, people living with HIV, persons with disabilities, members of key populations, and individuals from diverse communities are strongly encouraged to apply.

MPG has zero tolerance for:

- Sexual Exploitation and Abuse (SEA)
- Sexual Harassment (SH)
- Child Abuse and Exploitation
- Gender-Based Violence (GBV)
- Fraud and Corruption



All employees must comply with MPG's safeguarding framework, Code of Conduct, and organizational policies at all times (both during work hours and outside work hours).

TERMS AND CONDITIONS

- Incomplete applications and applications received after the closing date will not be considered.
- Only shortlisted candidates will be contacted for the next stage of the selection process.
- MPG reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- For internal applicants, you must complete a few mandatory courses relevant to the post in your own time, before application. Refreshers or new mandatory courses may be required during your contract. Please note that you will not receive any compensation for taking courses and refreshers. For more information, please contact HR Department.
- All MPG employees and volunteers are responsible for performing their duties in accordance with the MPG Articles of Association and MPG Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the international humanitarian standards in a manner consistent with MPG core values and the MPG Strategic Directions.
- It is the policy of MPG to conduct background checks on all potential applicants, and recruitment in MPG will be based on the results and satisfactory references.
- MPG has the right to cancel or defer the recruitment process at any stage, including after completion of the employment contractual agreement, if it is impacted by donor funding constraints or decisions that are beyond its control.
- By applying, the job applicant acknowledges that they understand these recruitment procedures.

HOW TO APPLY

Applications will be reviewed on a rolling basis, and the vacancy will remain open until a suitable candidate is identified. Interested candidates should submit their application through the link below:

Application Form



- [Apply Here](#)

Please ensure all required information is completed. Incomplete applications may not be considered.



CONTACT INFORMATION

Myanmar Positive Group (MPG) – Head Office

No 3/16, Kantkawmyaing 1st Street, 8 Ward, Yankin Township, Yangon Region, Myanmar.

For detailed information, please contact recruitment@myanmarpositivegroup.org OR
(HP + 95 9 797211100, +95 9 987608567) within Office hours (Monday to Friday).

We invite you to learn more about us and our programs at www.myanmarpositivegroup.org