



VACANCY ANNOUNCEMENT

(Number - 098)

Position Title:	Program and Finance Officer
Reports To:	Project Manager
Duty Station:	Mawlamyaine
Number of Positions:	1 post
Contract Type:	Fixed-Term Contract
Contract Duration:	Until 31 December 2026 with possible extension based on performance
Project Period:	Until 31 st December 2026
Salary:	Competitive and based on experience
Start Date:	1 st October, 2026

KEY DETAILS SUMMARY

Strengthen Program Delivery Through Effective Coordination, Financial Management and Accountability

At MPG, we believe that effective program implementation, sound financial management, and strong accountability are essential to delivering quality services and ensuring that resources are used efficiently to benefit communities and people we serve. As we implement our Strategic Plan 2026–2030, MPG is strengthening its 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 detail-oriented Program & Finance Officer who combines strong program coordination, financial management, analytical, and reporting skills with a commitment to community-led development. The position will support program implementation, budget planning and monitoring, financial management, donor compliance, and timely program and financial reporting, working closely with program, finance, operations, and partner teams.

This is more than a program or finance support role. It is an opportunity to strengthen the connection between program performance and financial accountability—ensuring that activities are implemented effectively, budgets are properly monitored, expenditures are



accurately documented, and program and financial information are translated into useful insights for planning and decision-making.

The Program & Finance Officer will contribute to transparent, efficient, and accountable use of organizational resources by supporting budget utilization monitoring, financial forecasting, expenditure review, documentation, reporting, and compliance with MPG policies and donor requirements. Through strong coordination and attention to detail, the role will help ensure that program objectives are achieved while maintaining high standards of financial integrity and organizational accountability.

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?

Program and Finance at MPG goes beyond coordinating activities and processing financial transactions. As Program & Finance Officer, you will have the opportunity to:

- Support effective program planning, implementation, monitoring, and coordination across MPG projects and teams.
- Manage and monitor program budgets, expenditure, cash flow, and financial utilization to ensure resources are used efficiently and responsibly.
- Strengthen the connection between program implementation and financial management by translating program plans into accurate budgets, forecasts, and financial reports.



- Work closely with program teams, Finance, MEAL, Support Services, partners, donor focal persons, and other stakeholders to ensure smooth and compliant project delivery.
- Support accurate and timely programmatic and financial reporting, including budget monitoring, variance analysis, expenditure reviews, and donor reporting requirements.
- Ensure proper documentation and compliance with MPG policies, donor requirements, and applicable financial and operational procedures.
- Contribute directly to stronger program performance, financial accountability, transparency, and sustainable community-led services across Myanmar.

JOB PURPOSE

The Program & Finance Officer is responsible for ensuring both programmatic integrity and financial accountability for the nutrition intervention. The primary purpose of this role is to ensure that life-saving nutritional support reaches the most vulnerable PLHIV and TB clients through the consistent application of agreed eligibility criteria, in close coordination with implementing partners and relevant service delivery points. In parallel, the incumbent serves as a core financial resource for the project by managing office operations, coordinating partner financial claims, and ensuring that all financial and programmatic reporting complies with MPG Headquarters requirements and applicable donor and regulatory standards, thereby safeguarding transparency, accountability, and continuity of implementation.

Role & Responsibilities

1. Programmatic Responsibilities (Beneficiary Management)

Targeted Beneficiary Selection (PLHIV): Lead the identification and selection of eligible PLHIV beneficiaries at supported service delivery sites. Work closely with focal persons and MPG counselors to verify eligibility based on agreed program criteria, including:

Clients within the initial phase of ART treatment

Clinically identified cases of under-nutrition

Documented vulnerability status based on available service records

TB Program Integration: Coordinate with partner organization to identify and enroll TB patients at the commencement of their treatment phase.



Data Integrity & Verification: Maintain close coordination with project staff and peer counselors to validate beneficiary data, prevent duplication, and ensure assistance reaches the intended recipients.

2. Financial & Administrative Management

Office Operations Oversight: Manage day-to-day office operations, including logistics coordination, documentation, and local administrative requirements.

Financial Reporting: Lead the preparation of monthly and quarterly financial reports in line with MPG financial standards and internal reporting requirements.

Partner Financial Coordination: Serve as the primary focal point for partner organizations on financial claiming processes, providing technical guidance to ensure submissions are accurate, complete, and timely.

HQ Coordination: Liaise closely with MPG Headquarter Teams to support account reconciliation, audit preparation, and overall financial compliance.

3. Financial Compliance, Accuracy, and Audit Support

Policy Compliance: Ensure strict adherence to MPG financial policies and standard operating procedures, including internal control systems and advance and payment processes, in line with applicable donor and regulatory requirements.

Audit Support: Take the lead in preparing financial documentation and supporting materials for internal and external audits, ensuring records are complete, accurate, and verifiable.

Record Keeping: Maintain accurate computerized and/or manual records of cash receipts and disbursements, including payment vouchers, receipts, and journal entries.

Tax Compliance: Oversee and ensure timely submission of all relevant local and national tax declarations, including salary-related and stamp duty taxes.

4. Budget Tracking and Reporting

A critical responsibility of this role is to ensure effective budget utilization and timely financial reporting.



Budget Monitoring: Analyze, allocate, and monitor budgets and expenditures for each field office, regularly tracking burn rates against approved budgets on a daily and monthly basis.

Reporting Support: Prepare financial data and supporting documents and provide required inputs to the Manager/Deputy Manager for the completion of periodic financial and narrative reports.

Performance Support: Support Assistants and Junior Officers in meeting agreed Key Performance Indicators (KPIs) and project deliverables.

5. Capacity Building and Staff Support

The Officer serves as a technical resource for both finance and program teams.

Coaching & Technical Guidance: Provide hands-on technical support, mentoring, and supervision to field finance staff in project townships, ensuring consistent coordination and communication.

Compliance Awareness: Support program and administrative staff to strengthen understanding of financial compliance requirements related to expenses, advances, and reporting procedures.

Banking & Treasury Support: Assist with banking arrangements and cash management processes at field level, ensuring safe, efficient, and well-controlled handling of project funds.

Essential Skills and Experience

Hold a relevant University Degree in financial management (LCCI qualification preferred).

Minimum of three years of proven experience in the NGO Finance field.

Proven experience in preparing financial data for audit and donor report submission.

Strong analytical skills, attention to detail, and a commitment to high-level integrity

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 Mawlamyaing Office, 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