



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #317-2026
1 October 2026

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	: Operations Assistant
Job/ Role Grade	: 1/A
Report to	: Jr. Program Support officer
Unit/ Division	: Mandalay Regional Office/ Program Delivery Division
Duration	: Up to December 2026 with Possible Extension
Contract Type	: Casual Contract
Require Position	: “1”
Assigned Area	: Mandalay Regional Office
Office	: Mandalay Regional Office

JOB SUMMARY:

The principal purpose of this position is to assist operation teams to be able to run the operation smoothly including administrative, logistical and organizing tasks. The Operation Assistant will work closely with various teams within the field office to contribute to the overall efficiency and effectiveness of its programs’ activities.

DUTIES & RESPONSIBILITIES:

- Assist general office management, including filing, record-keeping and maintaining office supplies.
- Assist SCH operation team in product packaging and logistic process by close coordination with program support and sub warehouse staffs.
- Assist SCH operation team in IEC/Promo distribution, planning and logistic process.



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- Assist SCH operation team in organizing and necessary preparation for training and meeting.
- Assist SCH operation team in contract as well as program related forms printing and scanning process.
- Perform any relevant assignment given by supervisor

Key Skills:

The key skills required for the position of Operation Assistant include:

Organizational Skills: Must have organization skills on interact well and team work.

Communication Skills: Must be able to understand basic communication skills and effectively communicate with others.

Qualification

- Could read and write basic level of Myanmar and English language to be able to fill all SCH forms and to do financial transaction of SCH if necessary
- Previous experience in administrative or operation role is preferred.
- Should be organized, systematic and dynamic, and must interact well with others

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Two” referees, including your last employment for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY EMAIL”, not later than on the evening of **14 October 2026 (Wednesday)**.

SCH Mandalay Regional Office: No. (B 36), 65th B Street, between 65th * 66th Street, 103rd * 104th Street, Chan Mya Tharzi Township, Mandalay.

(Apply Email: hr_mandalay@schmyanmar.org)

(Email Subject: VA317_OpsAssistant_MRO)

“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.