



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #318-2026
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, contractors and representatives of our contractors (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 and contractors 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 and contractors, in addition to related mandatory training. All staff and contractors must ensure that they understand and act in accordance with this clause.

Job Title	: Jr. Program Support Officer
Job/ Role Grade	: 3/B
Report to	: Program Support Officer
Unit/ Division	: Mandalay Regional Office/ Program Delivery Division
Duration	: Up to December 2026 with Possible Extension
Contract Type	: Temporary Contract/ Integrated Contract Based
Require Position	: “1”
Assigned Area	: Mandalay
Office	: Mandalay Regional Office

JOB SUMMARY:

The Jr. Program Support Officer is responsible for providing operational and administrative assistance to the Program Support Officer and Program Support Team at the regional office. This includes supporting transport and logistics, IT, HR documentation, procurement, maintenance coordination, asset management and general administrative tasks to ensure smooth functioning of the office and effective implementation of field operations.



“ငန” လူထုကျန်းမာရေး

Duties and Responsibilities

The duties and responsibilities of Jr. Program Support Officer include:

- Responsible for the ICT operations in field office especially in the system and database maintenance, user support, network administration, and other ICT relative activities in the organization.
- Follow the organizational ICT policy standard operating procedures related to support handling.
- Assist with day-to-day administrative tasks including filing, documentation, printing, and preparation of official letters or forms.
- Maintain and update office supplies, stationery records, and equipment usage logs.
- Support proper documentation of fixed assets and inventory movements.
- Help gather quotations, prepare comparative bid analyses, and draft purchase requisitions as directed by the Program Support Officer.
- Assist in tracking local procurement orders and verifying delivery of goods and services.
- Ensure procurement records are well organized and filed according to SCH policy.
- Support vehicle booking and transport arrangements for field visits and events.
- Assist in tracking vehicle usage logs and fuel receipts under supervision.
- Help arrange logistics for trainings, workshops, and staff travel including supplies and venue setup.
- Monitor cleanliness and upkeep of the office environment by coordinating with domestic staff.
- Report minor repair and maintenance needs to the Program Support Officer.
- Check office utilities and supplies (e.g., water, printer toner, drinking water) and replenish as needed.
- Liaise with security guards to ensure visitor logs are maintained and office access procedures are followed.
- Report any safety concerns or security incidents to the Program Support Officer promptly.
- Assist vehicle scheduling, maintenance, and driver coordination to ensure effective transport support.
- Liaise with vendors, service providers, and internal teams as directed for administrative tasks.
- Provide support during external visits and meetings by organizing logistics and refreshments.

Coordination & Collaboration

- Coordinate and collaborate with relevant departments and external partners to ensure smooth implementation of project activities.
- Liaise with SCH personnel, partners, and donor agencies to facilitate project-related trips, meetings with local officials, travel plans, and logistics.

Other Responsibilities

- Assist with data entry, scanning, and translation of basic administrative documents when necessary.
- Perform other relevant tasks assigned by the supervisor.



“ငန” လူထုကျန်းမာရေး

Key Skills & Competencies

1. Team Support: Willingness to learn, contribute, and collaborate as part of an operations team.
2. Attention to Detail: Accuracy in documentation, procurement processes, and recordkeeping.
3. Communication: Good interpersonal skills and the ability to communicate clearly in Myanmar (basic English preferred).
4. Computer Literacy: Proficiency in MS Word, Excel, and email; willingness to learn additional software.
5. Time Management: Ability to manage assigned tasks efficiently and meet deadlines.

Qualifications & Experience

- Bachelor's degree from a recognized university.
- Minimum 1 year of relevant experience in an administrative or support role, ideally in NGO or project environments.
- Familiarity with IT, procurement, HR, or logistics is an added advantage.
- Fresh graduates with strong organizational and learning skills are encouraged to apply.

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 LINK”, 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 Link: VA318_JrPSO_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.