



JOB VACANCY

PROGRAM SUPPORT OFFICER

Based in: Yangon, Myanmar

Reports to: Program Coordinator (HIV prevention)

Background

Mahamate (Alliance Myanmar) is a local non-governmental organization (NGO) that supports communities to play a full and effective role in the response to AIDS. Alliance Myanmar aims to make a contribution to HIV prevention and HIV/AIDS care and support by working together with and strengthening the capacity of key communities and local non-governmental organizations and community-based organizations (CBOs) through provision of technical assistance and grants. Alliance Myanmar programme focuses on working with key populations affected by HIV/AIDS, specifically sex workers, men who have sex with men including Transgender people, People Who use Injecting Drugs and people living with HIV/AIDS. In addition, integrated MNCH and SRHR activities has been implementing in Kachin and Southern Shan state.

Supervision and working relationships

The Prevention Program Coordinator of the Alliance Myanmar programme will supervise the Program Support Officer and support him/her as necessary to carry out the responsibilities of the position.

The Program Support Officer will work closely with other members of the Programme Team to ensure organisational and technical capacity building for NGOs/CBOs are designed, planned and implemented according to the work plan of the Alliance Myanmar programme. In addition, the Program Support Officer will coordinate with relevant staff of the Alliance Myanmar as necessary for organizing of workshops and other activities. The Programme Support Officer may require travelling to NGO/CBO project sites.

Major Responsibilities and Tasks

The major responsibility areas and tasks of the Program Support Officer (PSO), within the overall Alliance Myanmar programme, are to:

(1) Undertake the implementation of the Alliance Myanmar programme of capacity building for CBOs (MSM/FSW)

- Under the guidance of the Program Coordinator and Program Officers, PSO carry out capacity building activities in accordance to the Alliance Myanmar programme work plan
- Assist the Programme Officers to identify training resource materials, facilitate delivery of organisational and technical assistance to NGO/CBOs including designing and facilitating workshops and preparing workshop reports.

- Working in close collaboration with relevant Programme Officers, invite the training, prepare training materials and handouts for workshops, collection of supporting documents of the phone bill support.
- Support the Programme Team to review the implementation of the capacity building programme in terms of monitoring of the implementation status.

(2) Field Monitoring to the CBO project sites

- In coordination with the program officers, conduct regular field visit to the CBO implementation townships to monitor the field activities and hotspots sites and meet with clients for their feedback on the services especially to Yangon project sites and travel as needed.
- Assessment of the knowledge of the beneficiaries regarding HIV/STI basic information and prevention and COVID information through phone call/ in person.

(3) Assist in Alliance HIV prevention social media and application management

- Act as an admin to respond the face book questions through the comments and messages
- Assist to communication officer for in day to day management of social media activities
- Assist in EOCM mobile application management: Act as HTC user in EO app and fill in the HTC results for 2 HTC user account and collect the issues of EO application in consultation with the Senior Program Officer.
- Act as a hotline counsellor by responding the phone calls through the hotline line counselling phone in consultation with the concerned technical persons from Alliance Myanmar

- (4) **Perform any other duties** as the Alliance may reasonably require commensurate with the post-holder's abilities and responsibilities.

Qualifications

- (1) Education: at least have high school level or any graduate degree
- (2) At least 2 years of working experience in HIV prevention, care and support, working with Men who have sex with men, Female Sex Workers in NGOs/ CBOs
- (3) Desirable: Have training experience, have experience of Information Technology
- (4) Positive attitude and no stigma and discrimination towards the key populations and PLHIVs
- (5) Good communication skills
- (6) Key populations (Men who have sex with Men including TG and Female Sex Workers) are encouraged to apply

Interested candidates may submit their application including a letter of interest and complete Curriculum Vitae to the Human Resources Department, Alliance Myanmar (Mahamate), No. 24, 2nd Street, Hlaing Yadanar Housing Compound, Hlaing Township, Yangon or via email to ahso.alliance@gmail.com by **31 March 2023**.

“Alliance Myanmar has a zero tolerance to sexual exploitation, abuse and harassment. The employees are required to adhere the Alliance Myanmar’s Code of Conduct including PSEA policy both during working hours and outside working hours”

“The Alliance Myanmar is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community. Qualified people living with HIV are particularly encouraged to apply.”

Remark: *Only shortlisted candidates will be contacted*