



Best Shelter

JOB VACANCY

BS/YGN/25/009

Date: 6 Nov 2025

Organizational Profile

Best Shelter is a non-political, non-profitable, local NGO of individual professionals and peers aimed to provide Health promotion services for people who use/inject drugs, their (sexual) partners, community, youths and other vulnerable populations in hard to reach and conflict areas in Myanmar and to create an enabling and supporting environment through advocacy, capacity building and service provision.

Best Shelter is looking for a highly motivated and reliable individual who is keen to be part of an active team/organization that delivers wide range of services to improve the health of most vulnerable persons to fill in the following position for its activities in Myanmar.

Contract Starting Date : **As soon as possible**

Closing Date for application : **20 Nov 2025**

Position : Area Coordinator

Location : Shwebo, Sagaing Region

Personal and Professional Requirements

- Medical Doctor, preferably with some experience and/or interest in drug treatment, STI, HIV, TB and primary health care;
- 2-3 years working experience in management position with INGOs or LNGOs;
- Fluent in Myanmar and English, both written and spoken;
- Excellent communication and networking (interpersonal) skills;
- Willingness to work with drug users and their families;
- Some understanding of drug and HIV situation in Myanmar;
- Keen interest in contributing to HIV/AIDS responses in Myanmar;

Main Responsibilities

Advocacy and Liaising Tasks in Sagaing Region

- Focal person for advocacy with Region Level officials (MoH, DoH, CCDAC, Natla, Parliament Members...) for AHRN Sagaing projects and associated reports and permissions (i.e. Training, visits, expansion of activities etc..) and any other related issues;

INGOs

- Responsible for the representation of AHRN in Sagaing Region in different meetings, events of INGOs / UNs / NGOs / GO;
- Focal person for receiving/arranging different donor visits and occasional visit from UNs (WHO/UNAIDS etc), Government and INGOs;

Government

- Responsible for the representation of Best Shelter and AHRN in different Governmental Departments: Sagaing Region Government, Region Health Director, Drug Treatment Centre, CCDAC, Myanmar Police Force, State Social Department, Na Ta La etc;

Extra Project Coordination Tasks (Sagaing Region Projects)

- Responsible for Sagaing Region Level advocacy events, meetings (to assist PMs at project level advocacy meetings-if needed);
- Responsible for providing Project Managers and Outreach Teams in providing Trainings on Harm Reduction related topics in Shwegu and Kahar;
- Responsible for providing technical supporting, monitoring of Outreach/NSP and HE activities and make sure that the project Outreach follow the guidelines set;
- Quality Project Management support to PM: making sure that there is adherence to Quality Project Management guidebook and monitor them through PM QC Check List;
- Responsible for Sagaing centralized reporting to all stakeholders (e.g. SHD office, NAP, NTP, WFP, CCDAC, General Administration...) for all Sagaing projects;
- Support monitoring visits (RDQA/RSQA/PSM/Donor visits) to Shwegu and Kahar Project sites by Donor/MIT/Government as and when needed;
- On behalf of MIT, follow up on MIT/Donor/Government field visit recommendations done in Shwegu and Kahar Project sites;
- Be eyes and ears of MIT members, making sure that project sites adhere to guidelines set by MIT;
- Responsible for leading the project Baseline Assessments for new project expansions;
- The employee must conduct regular monitoring trips to project sites based on the security situation;

Project management Tasks (Shwebo)

Project Site Operations Level Advocacy Tasks

- Represent, liaise, create networks, coordinate and advocate with different stakeholders like partner (I)NGOs, (L)NGOs, government departments, drug users and the community at village level tracts in project site operation;
- Advocacy with local level officials (MoH, DoH, CCDAC, NATALA, Prison) for project site operations associated permits (i.e. Training, visits, expansion of activities, INGOs regulations, and etc.) and any other related issues;

Budgetary Control & Administrative Management Tasks

- Develop, implement and maintain all systems that track resources flows (including budget variance reports) to the project site operations;

- Making sure that all expenditures approvals are in line with AHRN Finance/Logistics/HR procedures (including approvals of vouchers with correct budget lines, quotations requests and approval etc.);
- Assessment and planning of whole program expenditure in relation to allocated budget in order to make decisions for further project management;
- Provide general administrative and management support to Central Management Team in Yangon;

Project Management Tasks

- Overall management, coordination and leadership for different teams and units at DIC/OPO in all aspects;
- Support the Outreach Team on overall Management of Outreach Activities through regular visits to the field, the separate meetings with Outreach Workers (making sure that Outreach team understand and adhere to Outreach Indicators and guidelines);
- Document and report of drop in centre/outreach project office related activities to the local authorities;
- Ensure that all project administration (log sheet, field reports...) is done by project staff;
- Monitor the project activities through monthly analyzing of the program related M&E data from the field, frequent visits to the field and assisting the project team as necessary;
- Lead the management and staff meetings and provide suggestions /explain policy matters;
- Meetings with different units heads (if necessary) on local level for all issues to ensure smooth operations;
- Ensure clear linkages between Project site and Head Office for relaying, sharing and updating relevant information to concerned persons;
- Ensure that Best Shelter and its ongoing project activities are effectively marketed to drug users in project area so that it is perceived as a service that caters to the needs of drug users through consultations and participation of users in intervention design and ongoing project site operations; .
- Make sure all Health Education sessions are given based on the HE modules set up by Yangon office;

Additional Tasks for Area Coordinator for Prevention, Treatment and Care

- Responsible as Area Coordinator for the implementation, quality control and management of the whole continuum of care cascade of clients i.e. Prevention, Treatment and Care;
- Responsible for the smooth running of projects by liaising with Project Managers/GFP Focal (Yangon) on financial management, Human Resource Management, M&E management, logistics management.;
- Technical support on project's medical interventions and clinics through update guidelines, clinical guidance, patient care;
- Liaise with Technical Focals of Yangon (Counselling, OST, Hepatitis, HIV, TB, Outreach, Peer, CPW, M&E..) on unclear points or technical needs of the projects to provide the possible solutions of the issues raised by the projects;
- Coordinate with Best Shelter in the project areas for CPWs and Mobile team referrals for HIV/TB testing, adherence follow up etc;

- Focal for making advocacies and enabling environments for the project with different stakeholders and local administrative bodies;
- Raising the sensitivities of the local issues, conflict situations, authorities' abnormal requests to MIT via mail for awareness and provide solutions to the projects as well as conveying MIT's engagement policy;
- Responsible for making sure that approved reports by MIT are delivered in time at the regional as well as project level in a recorded manner;

Human Resources Management

- With support of Head of HR de-briefing of AHRN procedures to the newly recruited project staff, performance evaluations of project staff including the Performance Evaluation of Project Managers from Sagaing;
- Responsible for overall Human Resource Management i.e vacancy announcement, recruitment, Standard Operating Procedures actions, leave management, staff development of Project Managers from Sagaing etc;

Media related tasks

- Give inputs in producing IEC materials with the specific objectives for Behavioural Change Communication to the targets in coordination with Medical Coordinator;
- Distribute materials in coordination with logistics department, Monitor stock with admin/finance and reorder production when necessary in a timely manner;

Reporting Tasks

- Responsible for regular reporting to MIT, HD and PD both orally and written reports;
- Responsible for regular reporting to local Government authorities (Ward authorities, MoH, CCDAC,.)

PSEA related tasks

- Conduct periodic assessments of AHRN's PSEA policies and practices and suggest improvements to senior management;
- Conduct training and awareness-raising sessions on PSEA for all staff and other personnel on a regular basis;
- Work with human resource staff on PSEA-related aspects, including ensuring that all staff sign the Code of Conduct and that screening for past SEA violations is a regular part of the recruitment process;
- Facilitate awareness-raising activities with beneficiaries on the definition of SEA, the standards of conduct expected of AHRN's staff and related personnel, and the reporting mechanisms for raising SEA allegations or concerns, including contact details;
- Ensure that AHRN procedures and mechanisms for reporting allegations of SEA are known to all AHRN field personnel including volunteer and beneficiary;
- Coordinate AHRN's PSEA activities with relevant organizations, including inter-agency initiatives, as appropriate;
- Support senior management in implementing other PSEA-related activities, as appropriate.

What we offer

Best Shelter offers competitive salary and benefit package including COLA (cost of living allowance)/ annual increment, medical benefit, etc.

How to apply

Please mention the applied position in email subject line and send a cover letter and CV listing two referees and their contact details to Human Resources Department through jobs@ahrnmyanmar.org (OR) mail by post to: **Human Resources Team, Best Shelter** and send the application to:

AHRN Yangon Office : No.125 (B5+B6), Bo Saw Aung Street, 8 Mile, Mayangone Township, Yangon.

AHRN Shwebo Office : Bata(Kha) 1/315, No-1 Ward, Yadanar Theingha Road, Shwebo.

Additional information: -

- Only short-listed candidates will be contacted for a personal interview.
- Please do not send original documents as it will not be returned.

Best Shelter has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. Best Shelter expects full commitment of its employees with Best Shelter Code of Conduct including PSEA policy.