



Asian Harm Reduction Network (AHRN)

JOB VACANCY AHRN/YGN/25/059

Date: 7 Nov 2025

Position : Program Coordinator (Outreach) (1) post
Location : Yangon

The Asian Harm Reduction Network (AHRN)-Myanmar is an International Non-Governmental organization, which is implementing a harm reduction programme to reduce HIV transmission among people injecting drugs, their (sexual) partners and the communities they live in by providing support to implementation of harm reduction interventions and to create an enabling and supporting environment through advocacy, capacity building, training and service provision.

AHRN-Myanmar is looking for highly motivated and reliable individuals who are keen to be part of an active team/organization that delivers wide range of services to improve the health of vulnerable person to fill in the position of “**Program Coordinator (Outreach)**” for its ongoing Harm Reduction activities in Myanmar.

- The position is full-time, based in Yangon with a probation period of three months;
- Starting date of the contract: As soon as possible;

Personal and Professional Requirements

- Degree in medicine, development and other relevant field at least 4-5 years of experience working in management position with INGOs or LNGOs.
- Demonstrated ability to coordinate teams in health improvement projects in Myanmar, particularly Harm Reduction projects and demonstrated ability to work with a range of external partners and community members; experience working with community-based organizations, civil society organizations and government agencies;
- Proven interpersonal skills and ability to work effectively in a team.
- Excellent written, verbal, presentation and interpersonal communication skills in English and Myanmar;
- Willingness and ability to travel within Myanmar to project areas.
- Willingness to work with drug users and their families;
- Keen interest in contributing to HIV/AIDS responses in Myanmar;

Main Responsibilities

Technical Tasks

- In consultation with the program and health directors, serve as the technical focal person for prevention and medical interventions across all AHRN projects
- Make an assessment of AHRN Outreach operations and Outreach Workers, make the Gap Analysis and provide the recommendations for improvement;
- Develop Outreach guideline, NSP operating procedures, Outreach Technique;
- Develop Education materials (IEC tablets) to assist Outreach/Advocacy like educational videos with subtitles;
- Revisit NSATM guideline and make sure for the quality control of NSATM shops across AHRN Myanmar;
- Develop curriculum on topics as communication skills, outreach skills and conduct trainings;
- Provide technical guidance and assistance to Outreach interventions;

Other Program Related Support Tasks

- Focal for Access to Health funding as representing to donor as well as design and implementation of its activities including reporting;
- Representing AHRN Senior Management in all meetings (Drug Policy related, Access to Health Fund, GFATM and other Government department as needed);
- Assist in writing proposals and in developing budgets for the proposals;
- As a Geographical Focal Point (GFP) from Program Unit for the assigned projects, making sure that regular communication, coordination and ad-hoc meeting with joint-GFP of assigned project is happening;
- Program Coordination support of assigned projects i.e. he will be leading, supervision and making decisions to Program Coordinator & Project Manager of assigned areas on all aspects (M&E, outreach, budget, advocacy, Human Resources (recruitment, briefing plan for projects staff, training, leave approval, warning, Performance Evaluation etc.). Program Director will be informed of all the process by him;
- Overall in charge of AHRN and Best Shelter's CPW activity and operation (reporting, technical support etc....)
- Responsible for approval of budget with correct budget codes for the assigned projects and also make decisions for expenses based on Budget vs Variance reports of Finance Unit;
- Provide suggestions to Project Managers/Program Coordinator for a smooth and better program implementation in AHRN Myanmar project sites;
- Support monitoring visits (RDQA/RSQA/PSM/Donor visits) to Project sites by Donor as and when needed;
- Conduct monitoring visits of AHRN project sites and check whether Projects are following the overall AHRN guidelines set;
- Quality Project Management support to Project Manager: making sure that adherence to Quality Project Management guidebook and monitor them through PM QC Check List;
- Responsible for training, coaching and supervisions of project managers of the assigned projects making sure that projects are running smoothly as per AHRN guidelines, achieving the set targets, follow the M&E guidelines;

- Provide suggestions to Program Unit (Deputy Directors, Program Coordinators and Program Director) as a team on various program matters of AHRN Myanmar;
- The employee must conduct regular monitoring trips to project sites based on the security situation;

WFP

- Oversee monthly and quarterly WFP reports Kachin and Shan;
- Ensure that WFP quarterly reports reach the WFP Central office allocated Kachin and Shan;
- Liaise with WFP logistics in food items to Kachin and Shan to arrive in time every quarter.
- As a WFP fund focal, responsible for writing proposals, liaising with WFP and follow up for the WFP proposals together with Deputy Director;

RAR, Research and Publications

- Working together with AHRN Research Team on various RARs, Assessments, Research and publications of AHRN Myanmar;

Other Support Tasks

- Collaborate with the Head of HR and Program Director on the recruitment, performance evaluations of program Unit staff in both field and Yangon;
- Support Program Director in managing Head of Logistics of AHRN Yangon as necessary in providing suggestions, management of logistics related interventions;

Training Tasks

- Provide Trainings on Harm Reduction and other related to AHRN staff as needed together with AHRN Program Unit Training Team;

Application deadline: 21 Nov 2025

Applications should address all Selection Criteria, and should include a cover letter along with a copy of current Curriculum Vitae listing two referees and their complete contact details (i.e. name, position title, organization, phone, fax, email, and mailing address details). Attention to **Human Resources Team, Asian Harm Reduction Network (AHRN-Myanmar)** and send the applications to:

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

Or e-mail to jobs@ahrnmyanmar.org, online applications should be clearly mentioning the job title and location in the subject line.

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.

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