



Vacancy Notice:	010-FY24/MATA/AIS-Vacancy
Issue Date:	15th May 2024
Designation Post/Title:	Clinic Medical Officer for MATA HIV/TB AIS Project.
Number of Post:	1 post
Duty station:	Bago Region (MATA AIS Fixed Clinic – Pyay)
Closing Date	26th May 2024 before 5:00 PM.
Resuming duty:	As soon as possible
Accountable to:	(1) President MATA (2) Program Manager, MATA HIV/TB AIS Project.

Required Qualifications: Experiences and Preferences

- Medical doctor with valid SAMA
- Must be a graduate from a recognized Medical University (MBBS) preferably Post graduate degree or diploma in Public Health / DTCD.
- Must have at least 3 years' experience in Project management in public health sector Especially in TB care and control services and TB/HIV.
- Must be in good health.
- Must be flexible and have an empathetic attitude and team spirit.
- Experience in Clinic Management.
- Able to work in a multicultural context.
- Motivated to work in the field and remote areas.
- Have strong interpersonal and communication skills.
- Able to work independently and also in a team to meet goals and deadlines.
- Able to delegate and direct others in a positive and culturally sensitive way.
- Must have computer skills in Microsoft Word, Excel, and Power Point.
- Commitment to and understanding of MATA aims, values and principles
- Fluent in English, both written and verbal

Main roles and responsibilities of Clinic Medical Officer

1. Ensure to operate clinic activities in accordance with approved work plan.
2. Provide TB screening, refer for sputum examination and treatment according to NTP guidelines and in line with project objectives.
3. Must attend at least one week X-ray training provided by NTP+CPI+MATA and at least one month on the job training at state/region TB centers.
4. Supervise Clinic Assistant and Community Volunteer Supervisor to get good quality of patient care.
5. Take financial accountability and responsibility for clinic according to organization rules and regulation.
6. Provide project consumption of necessary stocks as per schedules in monthly basis and report to respective project manager.

7. Review and check data regarding clinic activities.
8. Submit report monthly, quarterly and yearly to MATA AIS Central Office by using standardized format.
9. Organize quarterly review meeting in respective project township and participate in the project review meetings organized by NTP/CPI/MATA.
10. Perform any other duties as required.
11. Follow rules and regulations of MATA.

How to apply:

MATA is holding the non-discrimination policy and all the interested professional candidates are appreciated welcome. In submission, the package must be mentioned and attached

1. **Myanmar Anti-TB Association Vacancy Application Form (attached)**
2. **Professional Curriculum Vitae** (*which can reflect mentioned at the above the working experience and background educational background and*), together with
3. **Two professional references**, and to
 - (a) Mention in Subject [**010-FY24/MATA/AIS-Vacancy**] matahivtbais@gmail.com via email address

OR

- (b) Hard copy to
....
Myanmar Anti-TB Association.
No.291, First Floor, Yarzathingyan 8th Street, 11th Ward, Southokkalapa Township, Yangon.

***Note: Only short-listed candidates will be notified for interview.
MATA is not obliged to return the received applications.***

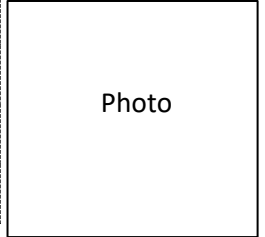


Myanmar Anti-TB Association (MATA)
MATA HIV/TB AIS Project

Vacancy Application form

(A) Vacancy Particulars

- 1 Vacancy Notice Number
- 2 Date of Issued
- 3 Position Apply for
- 4 Project Name



(B) Applicant's Personnel Data

- 1 Name
- 2 Date of Birth
- 3 Father's name
- 4 Nationality
- 5 N.R.C number
- 6 Sa-Ma Number
- 7 Contact number
- 8 E-mail address
- 9 Permanent Address
- 10 Contact Address

11 Educational Background

No.	Institution	Year	Level of Qualification <i>(Degree / Diploma / Certificate)</i>	Place	Specialized Subject
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a.					
b.					
c.					
d.					
e.					

(C) Previous Experiences/ Exposures (Starting from most recent period)

1. 1 Job / Designation (Recent)

1. 2 Department / Organization

1. 3 Period

1. 4 Duration

1. 5 Duties and Responsibilities

from / / to / /

2. 1 Job / Designation (Previous)

2. 2 Department / Organization

2. 3 Period

2. 4 Duration

2. 5 Duties and Responsibilities

from / / to / /

3. 1 Job / Designation (Previous)

3. 2 Department / Organization

3. 3 Period

3. 4 Duration

3. 5 Duties and Responsibilities

from / / to / /

(D) Name of the Professional Referees

	<i>Referee 1</i>	<i>Referee 2</i>
Name		
Title		
Employer		
Address		
Phone		
E-mail		

(E) Motivational letter to apply for the position.

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Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature	Date
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- Note:**
Lists of Documents to be photo copied and attached
- (1) Myanmar Anti-TB Association Vacancy Application Form*
 - (2) Professional Detail Curriculum Vitae form*
 - (3) Documents certified above mentioned facts and data*
 - (4) Copy of Sa Ma (Update)*
 - (5) Copy of National Registration Card*
 - (6) Copy of Household Chart (form 66/D)*