



Taw Win Kha Yay Network (SWiM)

Vacancy Announcement (020/2024)

Date – 20th March 2024

Require Position	Center Medical Officer (HIV Prevention)
Require Person	(1) Person
Report to	Program Coordinator
Contract Type	Full Time Staff
Duty Station	KPSC Center, Sittwe, Rakhine State
Benefit & Other Allowance	Basic Salary + 13 th Month Service Gratuity + Public Holidays (Announced by Network) & Paid Leaves + Travel & Communications Allowances
Project Duration	January 2024 to December 2024 (including 3 months' probation period & high potential extension)

Network Background

Taw Win Kha Yay (SWiM) Network is a local community-led, non-government organization, founded by six pioneer female sex workers (FSW) living with HIV in Myanmar since 2009. SWiM Network envisions to create an enabling social environment that is free from discrimination against and harassment of FSW, that ensures equal opportunity and that does not stigmatize HIV infection or HIV by promoting the access to information knowledge, capacity, rights and to participate actively through advocacy at every stage of the HIV/AIDS programme and activities to reduce discrimination.

With more than thirteen years of representation and services for the sex worker community in Myanmar, SWiM Network now has implemented core advocacy activities and humanitarian projects with about fifty national staff and volunteers at thirty townships across different States and Regions in Myanmar through the funding supports of various local and international donors as well as UN agencies.

Taw Win Kha Yay (SWiM) Network is now looking for a suitable passionate national candidate for **Center Medical Officer** position at KPSC Hlegu.

Position Objective



Taw Win Kha Yay Network (SWiM)

The Center Medical Officer will play a critical role for leading and for the overall management of SWiM's implementing community-led HIV projects' operations activities through Key Population Services Center (KPSC) in assigned project township and this position is accountable for the following key responsibilities.

Main Responsibilities

CENTER OPERATIONS MANAGEMENT AND ADVOCACY RESPONSIBILITIES

- Support respective Program Manager to effectively lead all project operations management through assigned KPSC to achieve committed Key Performance Indicators targets and donor deliverables;
- Analyze and assign targets for each field office and regularly track achievements against targets;
- Ensure engagement of local key stakeholders including community members from Key Populations and PLHIV for participatory and inclusive program planning, implementations, reviews and evaluations of comprehensive HIV responses;
- Prepare and develop advocacy data documents and deliver advocacy meetings with stakeholders;
- Represent organization in State and Regional level meetings related with project activities of MPG
- Travel to project coverage areas and advocate/visit NAP team and Key Population Community Network if needed;

MEDICAL PROGRAMME SERVICE DELIVERY MANAGEMENT

- Provide high quality medical treatment for Key Populations and people living with HIV including the treatment of opportunistic infections, provision of ART, provision of prophylaxis for opportunistic infections, STI and sexual and reproductive health, and other related services according to the standard guidelines and relevant protocols;
- Establish and maintain strong links and partnerships with government, other NGO and private medical service providers in project areas;
- Participate in management of emergency and contingency response as assigned;



Taw Win Kha Yay Network (SWiM)

- Ensure regular follow-up of clients and guidance for client support according to criteria of MPG;
- Ensure clinic setting strictly follows Universal Precaution and practice proper waste management;
- Maintain confidential, accurate and detailed patient records in-line with programmed requirements and report these details monthly on time;
- Ensure quality of clinical and other services provided according to the appropriate standards and monitor clients' progress with standard investigations as necessary;
- Provide monthly reports to Program Manager about referrals and stock utilization and request;
- Maintain a client-friendly clinic atmosphere that is non-judgmental and supportive of clients;
- Accountable for timely referral of clients and linkage to relevant service centers or providers for necessary services and patients requiring hospital inpatient care;
- Supervise center staff to ensure accuracy and completeness of stock registers, patient registers;

FINANCIAL MANAGEMENT RESPONSIBILITIES

- Ensure implementation and follow financial reporting protocols, internal control systems and advance and payment procedures in accordance with organizational policies and regulations;
- Analyze budget and expenses for each activity and regularly track against planned budgets;
- Analyze and provide justifications and recommendations on budget data for timely actions;
- Conduct weekly physical cash counting for transparency and accountability of the control system;
- Ensure the verification of reports of center staff for accuracy, completeness and compliance with committed agreements and for other the programmatic reports are recorded with specific budget codes, account codes and donor codes in the software system;
- Act as focal for donor and audit field visit to the implanting projects within the designated region;
- Ensure routine monitoring and supervision planned and performed by Peer Supervisors to project implementation activities;



Taw Win Kha Yay Network (SWiM)

MONITORING AND TECHNICAL SUPERVISION

- Conduct routine monitoring and provide technical supervision to field supervisee for smooth implementation of field operations;
- Organize, coordinate and supervise effective implementation of timely, qualitative and compliant processes at all levels for reporting to the key stakeholders including Ministry of Health and Sports, Donors and other partners;
- Act as focal for donor and audit field visits to the implementing projects in project areas;
- Ensure technical supports to routine and scheduled monitoring and supervision plans of Peer Supervisors to project implementation activities;

DOCUMENTATION AND REPORTING RESPONSIBILITIES

- Perform and supervise center staff for data recording, entry and reporting to system including DHIS1 and project management software for real time data management;
- Ensure documentation of success stories and challenges related with project implementations;
- Support Program Manager in development, updating and ensuring relevancy of Standard Operational Procedures and guidelines;
- Provide regular reports and feedbacks to Program Manager on findings of monitoring visits with recommendations;

CAPACITY BUILDING RESPONSIBILITIES

- Provide technical capacity buildings, guidance supervisions, mentoring and coaching to supervised staff by ensuring continuous linkage, coordination and close collaboration through regular communications and feedbacks;
- Conduct Staff Performance Evaluations for staff under the management according to HR policies and standard protocols;

SKILLS AND EXPERIENCES NEEDED

- Must be M.B.B.S with **valid SAMA license**;
- Has minimum three years or equivalent proven experiences of working in HIV Program related clinic operations management;
- Has familiarity with database management using Microsoft Excel and other statistical software;



Taw Win Kha Yay Network (SWiM)

- Ability to efficiently communicate in verbal and written English;

ESSENTIAL SKILLS REQUIRED

- Planning & Organizing Skills, Self-motivated, Passionate, Innovative, Flexible, Quick learner;
- Ability to work under stressful conditions, Result Orientated, Analytical Thinking;
- Strong Negotiation Skills, Relationship Building, Leadership Skills, Team spirits;

Ability to work in multi-cultural environment with High level of professionalism and integrity;

Application process:

Interested and qualified candidates are invited to apply with Application Letter and Curriculum Vitae with two referees or testimonial through the HR@swimnetwork.org or follow address;

No. 30/A, Parami Road, (8) Ward, Yankin Township, Yangon, Myanmar.

The deadline for submission of applications is **is until a candidate is identified**. Only short-listed candidates will be invited for relevant tests and/or personal interviews.