



# MYANMAR MEDICAL ASSOCIATION

No.249, Theinbyu Road, Mingalartaungnyunt Township, Yangon, Myanmar.

Tel: / Fax: 01-378863, 380899, 388097, 394141, 09 8601677

Website : [www.mmacentral.org](http://www.mmacentral.org), [mmacorg@gmail.com](mailto:mmacorg@gmail.com)

## Myanmar Medical Association – Malaria (QDSTM) Project

|                             |   |
|-----------------------------|---|
| <b>Post</b>                 | <b>Assistant Field Officer (1) Post</b> |
| <b>Duty Station</b>         | <b>Pathein Field Implementing Unit</b>  |
| <b>Starting Date</b>        | <b>During May, 2024</b>                 |
| <b>Duration</b>             | <b>8 months and Extendable</b>          |
| <b>Vacancy Number</b>       | <b>003-2024/MMA/Malaria/RAI4E</b>       |
| <b>Vacancy Closing Date</b> | <b>26<sup>th</sup> April, 2024</b>      |

### Functional and Hierarchical Lines:

- Hierarchically accountable to: Field Officer, Senior M&E Officer, Deputy Project Manager and Project Manager of Malaria (QDSTM) Project.
- Functionally accountable to: Field Officer, Senior M&E Officer, Deputy Project Manager and Project Manager of Malaria (QDSTM) Project.

### Position profile:

- Direct, manage, control quality assurance activities and deliver malaria control services, including prevention and treatment of common health problems in Field Implementing Unit. Report operational issues and problems directly to Field Officer, Senior M&E Officer and Deputy Project Manager.

### Duties and responsibilities:

- In charge of Field Implementing Unit, for the delivery of malaria control services, including prevention and treatment of common health problems.
- Develop networks with respective township health personal and work together with township VBDC, local authorities, trade personnel, vendors and partners, organize and setting up Field Implementing Unit and activities.
- Ensure linkage and collaboration with the local authorities, TMO, Basic Health Staff, NGOs, CBOs and EHOs working in the area.
- Provide update malaria information and advocate the principle of quality diagnosis and standard treatment malaria at township level.
- Conduct health education sessions and vender education sessions in villages at township level.
- Plan for Field Implementing Unit.
- Provide basic medical care to the community especially malaria case management.
- Procurement of necessary drugs and utilities for Field Implementing Unit.
- Supervise and monitor in data collection, data entry and record keeping
- Supervise and manage ground stock, fixed clinic stock, mobile clinic stock and volunteer stock.
- Support the supervision and monitoring of malaria volunteers.
- Provide technical report, financial report and ground stock report as required.
- Perform other related duties assigned by the Field Officer, Senior M&E Officer and Deputy Project Manager of MMA-Malaria Project.

- Human Resources Management
  - Supervise Field Data Assistant in preparing and checking daily attendance forms and compile report.
  - Supervise Field Data Assistant in recording and maintaining staff leave forms and calculate the actual working days of each and every field project staffs.

### **Requirements:**

- Must be a graduate from a recognized medical university (M.B.,B.S).
- Work experience of at least (1) year in health-related field/ INGOs/NGO.
- Have in good health.
- **Life member of MMA and Valid General Medical License.**
- Experience in Project Cycle Management.
- Must be proficient in English Language.
- Have flexible and have an empathetic attitude and team spirit.
- Able to travel for project activities.
- Able to work in a multicultural context.
- Motivated to work in the field and in remote areas.
- Have strong interpersonal and communication skills.
- Able to work independently and also in a team to meet the goals and deadlines.
- Ability to delegate and direct others in a positive and culturally sensitive way.
- Ability to work well under pressure.
- **Need to follow MMA code of Ethics.**
- **Immediate family members of a staff are not allowed to apply a position in the same project in MMA.**
- Have computer skills in Microsoft Word, Excel, and Power-Point.
- Have integrity of character and zero tolerance of Sexual Exploitation, Abuse and Harassment.

### **Job competencies:**

- As being present at top management level, having leadership skill, conceptual skill and managerial skill pertaining to project management framework and process is essential.
- Having aptitude and experience on analyzing environment, developing strategic plans, executing appropriate actions, and making decisions in best interest of effectiveness which guarantee in handling material resources and human resources of project.
- Ability to demonstrate initiative and commitment in completing work plan on schedule
- Ability to work with people from a variety of culturally diverse backgrounds
- Required sound communication skill with strong initiative mind and coordination skill required to bargain collaboration within internal parties, and also among external parties.
- Excellent writing communication skills such as memorandums, project logs, letter writing and ability to document policies and procedures associated with project.
- He/ she should has critical skills in finding way of settling conflict and be able to point out the true cause of problem in right way even finding alternative options or solutions through a series of standard operating procedures.
- Having update in diagnosis and treatment of malaria being coherent with National Malaria Policy and latest guideline is required.
- Besides these competencies, it is reasonable of being able to access modern information system (using software, Internet, e-mail or communication media) with substantial amount of knowledge on Information Technology, Project Management and administrative capability on diversified professionals and expert bodies without any limitations of religion, ethnicity and personal bias.

**Application addressed to Senior Manager, PMD, Myanmar Medical Association.**

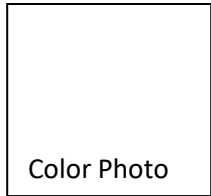
Please send your signed application in the prescribed form together with updated CV, educational credentials and reference to **Senior Manager (PMD), Myanmar Medical Association** at **249, Theinbyu Road, Mingalartaungnyunt Township, Yangon**, in person or by post and advance copy by email to [tinttunkyaw1957@gmail.com](mailto:tinttunkyaw1957@gmail.com), [ihdmmam@gmail.com](mailto:ihdmmam@gmail.com) and [mmamalariahr.mm@gmail.com](mailto:mmamalariahr.mm@gmail.com) not later than 26<sup>th</sup> April, 2024.

*Note: Only short-listed candidates will be invited for interview: Telephone inquiries will not be responded. We cannot oblige to return all received Applications.*

(Please do not send original documents as they will not be returned.)

- {မှတ်ချက်။ (၁) လျှောက်ထားသူသည် ဆရာဝန်ဖြစ်ပါက(အထွေထွေဆေးကုသခွင့်လိုင်စင်) သက်တမ်း ရှိသူ ဖြစ်ရပါမည်။
- (၂) လျှောက်ထားသူသည် အစိုးရဌာနတစ်ခုခုတွင်ဝန်ထမ်းအဖြစ်တာဝန်ထမ်းဆောင်ခဲ့ဖူးပါ က၊ သက်ဆိုင်ရာဌာန၏နှုတ်ထွက်ခွင့်၊ ခွင့်ပြုစာ(သို့မဟုတ်)ခိုင်လုံသည့်အထောက် အထားမိတ္တူပူးတွဲတင်ပြရမည်ဖြစ်ပါသည်။
- (၃) Vacancy Announcement တွင် ဖော်ပြထားသည့် အချက်အလက်များပြည့်စုံစွာ ဖြည့်စွက်ပေးပို့သည့် Form, CV များကိုသာ (Short List)တွင် ထည့်သွင်းစဉ်းစားမည် ဖြစ်ပါသည်။}

**MMA Vacancy Application Form**



**(A) Vacancy Particulars**

- (1) Vacancy Notice No. -----
- (2) Date of Issued -----
- (3) Applied /Post/  
Title/Designation -----
- (4) Project Name -----
- (5) Date of application -----

**(B) Personal Data**

- (1) Name -----
- (2) Date of Birth -----
- (3) Age -----
- (4) Father's Name -----
- (5) Sama Number -----
- (6) Nationality -----
- (7) N. R. C No. -----
- (8) Permanent Address -----
- (9) Phone No. -----
- (10) E-mail -----
- (11) Contact Address -----
- (12) Education Background

| <i>Institution</i> | <i>Year</i> | <i>Degree/Diploma/Certificates</i> | <i>Place</i> | <i>Major</i> |
|--------------------|-------------|------------------------------------|--------------|--------------|
|--------------------|-------------|------------------------------------|--------------|--------------|

- |            |       |       |       |       |
|------------|-------|-------|-------|-------|
| <i>(a)</i> | ----- | ----- | ----- | ----- |
| <i>(b)</i> | ----- | ----- | ----- | ----- |
| <i>(c)</i> | ----- | ----- | ----- | ----- |
| <i>(d)</i> | ----- | ----- | ----- | ----- |
| <i>(e)</i> | ----- | ----- | ----- | ----- |

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

|                                    |  |
|------------------------------------|--|
| (1) Job/ Designation               |  |
| (2) Department/<br>Organization    |  |
| (3) Period                         |  |
| (4) Duration                       |  |
| (5) Duties and<br>Responsibilities |  |

|                                    |  |
|------------------------------------|--|
| (1) Job/ Designation               |  |
| (2) Department/<br>Organization    |  |
| (3) Period                         |  |
| (4) Duration                       |  |
| (5) Duties and<br>Responsibilities |  |



**(E) Two Professional Referees**

Name -----

Name -----

Title -----

Title -----

Employer -----

Employer-----

Address -----

Address -----

-----

-----

Phone -----

Phone -----

E-mail -----

E-mail -----

\_\_\_\_\_  
Signature of Applicant

**Note:**

Lists of Documents to be photo copied and attached

- (1) All academic certificates (Doctorate/Master/Bachelor/Diploma/Certificate)
- (2) Myanmar Medical Council Certificate
- (3) Sama Card
- (4) Myanmar Medical Association membership card