



MYANMAR MEDICAL ASSOCIATION

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

Tel: / Fax: 01-8378863, 8380899, 8388097, 8394141, 09 8601677

Website : www.mmacentral.org, mmacorg@gmail.com, mmacoffice249@gmail.com

Myanmar Medical Association-MMA TB-Project

Post	Assistant Project Officer (G P, Private Hospital ,Patient & Provider Support)
Responsible for areas	Yangon (Central) and with duty travel to assign townships
Duration	May to December 2024 (3 months' probation) and extendable
Vacancy Number	9/2024/MMA -TB Project
Vacancy Opening Date	2.4.2024
Vacancy Closing Date	26.4.2024

Functional and Hierarchical Lines

- Hierarchically accountable to: **Project Manager** of MMA TB Project.
- Functionally accountable to: **Deputy Project Manager** and **respective Project Officer** of MMA TB project.

Position Profile:

- Assistant Project Officer (**PPM - GP, Private Hospital ,Patient & Provider Support**) is responsible to assist in activities that mainly focus on involving GPs and private hospitals in PPM stream through various approach. He/She assists and organizes newly expanding townships (Scheme I) and scale up townships(Scheme III), private hospitals involvement in TB control.
- He/She is also responsible to assist in providing social support to TB patients and in providing motivational support to implementing General Practitioners & care providers , and updating implementing GP list under the guidance of respective Project Officer, Deputy Project Manager and Project Manager of PPM TB Project.

Duties and Responsibilities

- Mainly focus on assistance to respective Project Officer on activities relating to engagement of PPM GPs and private hospitals in collaboration with National Tuberculosis Program (NTP)& other partners as follows;
 - implementing PPM TB activities through various approaches ie. collaboration with Charity, CBOs , application of new diagnostic tools, Digital adherence technology DAT .etc
 - revising and updating GP lists involving in PPM TB activities .
 - reviewing and reporting patients incentives and GP incentives .
 - checking and certifying the field visits reports (Area wise duty) in regular manner.
 - strengthening mandatory TB notifications from private sectors

- Assist the Project Officer in advocacy, training, communication and social mobilization of project staff and implementing care providers relating to the respective activities.
- Conduct supervisory and monitoring visits to field project staff and GPs in assigned project areas.
- Take temporary responsibility of FCs (in their absence) or MOs and take charge of activities in the respective township, private hospital or as required or assigned by the project.
- Submit field visit reports to the respective Project Officer, Deputy Project Manager and Project Manager in a timely manner.
- Assist all project activities that are directly or indirectly related to achieving project's objectives.
- Perform other related duties as required & assigned by respective Project Officer, Deputy Project Manager and Project Manager.

Requirements:

- Must be a graduate from a recognized medical university (M.B.,B.S); preferably post graduate degree or diploma in Public Health.
- Have at least one year experience in TB Clinical management and TB care & control services.
- Preferably experience in Public Health esp in PPM TB control services.
- Must be in good health.
- **Life member of MMA and valid General Medical License.**
- Must be proficient in English Language.
- Must have computer skills in Microsoft Word, Excel, and Power Point.
- Have flexible and an empathetic attitude and team spirit.
- Able to work in a multicultural context.
- Motivated to work in the field and remote areas.
- Have strong interpersonal and communication skills.
- Able to delegate and direct others in a positive and culturally sensitive way.
- Able to work under pressure.
- **Need to follow MMA code of Ethics**
- **Immediate family members of a staff are not allowed to apply for a position in the same project in MMA.**
- **Have integrity of character and zero tolerance of Sexual Exploitation, Abuse and Harassment.**

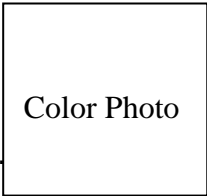
Application Addressed to:

Please send your signed application in ***the prescribed form*** together with updated CV, educational credentials and reference to **Senior Manager, Program Management Department, Myanmar Medical Association** at 249, Theinbyu Road, Mingalartaungnyunt Township, Yangon, personal or by post and advance copy by email to tinttunkyaw1957@gmail.com , ihdmmam@gmail.com and mmatb.hrd@gmail.com not later than **26.4.2024**.

(More information is available at MIMU: www.themimu.info, MMA website or MMA Program Management Department, 249, Theinbyu Road, Minglartaunnyunt Township, Yangon Phone Number +95-1-8399474)

- {မှတ်ချက်။
- (၁) လျှောက်ထားသူသည် ဆရာဝန်ဖြစ်ပါက (အထွေထွေဆေးကုသခွင့်လိုင်စင်) သက်တမ်းရှိသူဖြစ်ရပါမည်။
 - (၂) လျှောက်ထားသူသည် အစိုးရဌာနတစ်ခုခုတွင် ဝန်ထမ်းအဖြစ် တာဝန်ထမ်းဆောင်ခဲ့ဖူးပါက၊ သက်ဆိုင်ရာဌာန၏ နှုတ်ထွက်ခွင့်၊ ခွင့်ပြုစာ (သို့မဟုတ်) ခိုင်လုံသည့် အထောက်အထားမိတ္တူပူးတွဲတင်ပြရမည်ဖြစ်ပါသည်။
 - (၃) စီမံချက်ဒေသမှာ (Security Risk) နှင့် လတ်တလော (COVID-19) ဖြစ်ပွားနေခြင်းကြောင့် စီမံချက်လုပ်ငန်းတာဝန် ထမ်းဆောင်ရန် ဆန္ဒရှိသူဖြစ်ရပါမည်။
 - (၄) Vacancy Announcement တွင် ဖော်ပြထားသည့် အချက်အလက်များ ပြည့်စုံစွာ 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/ Organization	
(3)Period	
(4)Duration	
(5)Duties and Responsibilities	
(6)Reason for Leaving	

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(E) Two Professional Referees

Name -----
Title -----
Employer -----
Address -----
Phone -----
Email -----

Name -----
Title -----
Employer-----
Address-----
Phone -----
Email -----

Signature of Application

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