MAHAMATE Health Care Organization @ Alliance Myanmar is a non-governmental organization (NGO) that supports community action on HIV/AIDS response by strengthening capacity and providing technical and financial support. In partnership with CBOs and Networks, Alliance Myanmar has been implementing projects on HIV prevention, testing, care & support, ART treatment, and promoting the rights of key populations. Additionally, the organization is actively working to reduce stigma and discrimination against people infected and affected with HIV. Alliance Myanmar has also implemented other related project activities such as Sexual and Reproductive Health and TB. In line with its strategic plan, MAHAMATE Health Care Organization @ Alliance Myanmar has expanded its scope of work to implement MNCH and SRHR activities in Kachin and Southern Shan State.

To enhance effectiveness, Alliance Myanmar has initiated Key Population Support Centers (KPSCs) to provide comprehensive HIV services, ranging from testing to ART treatment, specifically for key populations, including People Who Inject Drugs (PWIDs).

**Purpose of Job**

The position works with Insein KPSC to ensure registration and assist the patients to get consultation and treatment according to the clinic protocol of KPSC center of Alliance Myanmar. The position will report to medical officer of Insein KPSC and require for day to day management of reception area.

**Responsibilities**

- Welcome clients, ensure they wait comfortably at waiting areas and inform them on how the facility functions.
- Ensure good flow of patients to prevent overcrowding and having patients standing up for long time while waiting for their turn
- Bring any patient with serious condition to the attention of the medical assistant/doctor immediately
- Refer each clients to the appropriate staff member
- Assist clinic nurse while referring very ill clients to hospital
- Identify and register the client for their administrative details and record basic contact information and initial medical details of each client
- Create new file for new clients and update/search files for old patients according to protocols and ensure they are store in neat and tidy condition
- Ensure, maintain and promote confidentiality regarding all information registered
- Keep a diary of all clients’ appointments
- Keep record of daily attendance, exits (cured, defaulter, death or transfer ), and collaborate with the clinic team or community based organizations in following up of conditions of clients to ensure they come back when they need to get center care.
- Keep record for daily in and out letters and other items that related to project
- Keep record of fixed assets of KPSC center
- Provide regular reports to relevant clinic staff and the data operator team
- Perform any other relevant tasks assigned by his/her supervisors as necessary
Qualification

- Must be literate with at least matriculation graduation
- Knowledge of basic mathematics and basic computer skills preferred
- Must able to maintain confidentiality of patients
- Must have commitment, good communication skills
- Must able to work in flexible working hours such as working in weekend
- Must have good stress management and good team spirit
- Can work with Key Populations and PLHIVs without stigma and discrimination

Qualified candidates are suggested to submit their applications together with the updated Curriculum Vitae to the Program Manager, Alliance Myanmar, No.24, 2nd street, Hlaing Yadanar Mon Housing Compound, Hlaing Township, Yangon or via email to ahso.alliance@gmail.com by 11 March 2024 (Monday) 05:00 pm.

“Alliance Myanmar has a zero tolerance to sexual exploitation, abuse and harassment. The employees are required to adhere the Alliance Myanmar’s Code of Conduct including PSEA policy both during working hours and outside working hours.”

“All the Alliance Myanmar is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community. Qualified people living with HIV are particularly encouraged to apply.”

Remark: Only shortlisted candidates will be contacted