



VACANCY ANNOUNCEMENT

DEPUTY MEDICAL COORDINATOR - YANGON

About Us

Médecins du Monde (MdM) is an international humanitarian organization whose mission is to provide medical care for the most vulnerable populations, the world over, including France. It seeks to stimulate voluntary commitment from doctors, other health care providers, and from those whose expertise in other fields is needed for its activities, to enlist all competent support required for the achievement of its projects, and to seek at all times to encourage close working relationships with populations in its care.

MdM has been operating in Myanmar since 1994. Its main programme delivers comprehensive Harm Reduction and HIV/AIDS prevention and care, focusing on key populations – People who Use Drugs (in Kachin State), and Female Sex Workers and LGBTQI+ (in Yangon).

In Kachin, MdM's programs are implemented in 2 main sites (Moegaung and Hopin/Mohnyin). Activities include health education in outreach, needles and syringe exchange programme, methadone substitution programme, counselling and HIV testing, and medical care for People living with HIV (STI, opportunistic infections, Tuberculosis and ARV).

In Yangon, MdM is implementing harm reduction (sex work) and Sexual and Reproductive Health and Rights (SRHR) programs for sex workers, LGBTQI+, and people living with HIV, with broad community partnership approaches. Current and future strategy focuses on supporting local civil society and health system in scaling up and provision of health services.

I. Hierarchical & Functional links

The post holder will perform her/his tasks and responsibilities under the supervision of the Medical Coordinator. S/he directly line manages Medical Supply Manager and Laboratory Officer.

S/he works in close coordination with Program Coordinators, Technical Coordinators/advisers, Base Managers, and Medical Team Leaders.

II. Job Purpose

Support the Medical Coordinator through delegated tasks and responsibilities including technical, supply management and administrative tasks related to the coordination of work, ensuring good relationships with local and national authorities, and adequate coordination/management in the projects according to **MdM** protocols, standards, policies, and values, to ensure the quality of care given to the targeted population.

Overseeing the activity related to medical supply component.

III. Tasks and Responsibilities

Technical Support

- Contribute progress of health program activities according to work/project plans by providing technical input, identifies root causes/problems and proposes solutions
- Contribute for revision and updating the MDM health protocols, SoPs accordingly, assist in the collection of information on national health policies (meetings, reports, articles, etc.)



- Support technically to the development of health program Monitoring and Evaluation, Accountability and Learning systems in place (i.e. data collection and analysis, regular programme reviews, gives inputs in evaluations)
- Guide medicine prescription trends ensuring compliance and avoid harmful drug interactions
- Contribute technically all IEC/BCC materials to be produced in the framework of MDM intervention in Myanmar
- Participate in epidemiological study/research of projects (study design, data analysis etc)
- Work together with the medical team, contribute reviewing and updating health related tools and procedures in accordance with MdM guidelines/national and WHO recommendations.
- Support compliance of medical team as per MdM (medical) procedures and tools
- Assist in coordination of medical, pharmacy, laboratory, and supply components internally (between field sites) and externally (NAP, PR, other NGOs, etc...)
- Propose innovative approaches in health programming based on best practices and lessons learnt experiences.
- Provide support to medical team when required on clinic technical level.

Medical Supply Management (coordinate stock management, consumption follow up, and forecasting)

- Is primary/focal for medical supply management (including forecasting, analysis, reporting and guide the team)
- Coordinate all activities in relation to the supply management operations in MdM Myanmar Mission along with relevant staffs.
- Prepare quarterly stock report together with field medical team.
- Be a focal for forecasting of pharmaceuticals, consumables, equipments at mission level.
- Coordinate for uninterrupted supply of medical, laboratory and preventive commodities (condoms, needles/syringes etc)
- Coordinate in developing/updating the standard procedures, guidelines, pharmaceutical manual for management of pharmacies (e.g. Storage, Disposal, Handling, Transport etc.)
- Supervise, guide, technically coordinate and follow up the program and logistics team in the mission of medical supply management: distribution, storage, and quality assessment/implementation of pharmacies and laboratories in line with national and international guidelines.
- Conduct regular (biannual and ad hoc) quality assurance visits to field pharmacies in mission to guide and provide feedback in line with procedures and SoPs
- Coordinate with HQ to support retail pharmacy quality assessment for local in-country procurement.
- Support procurement/logistic and supply team for the annual medical kits refill process.

Capacity Building

- Is a key member in regular capacity building of program staffs: delivering trainings, give inputs in the training plan/need assessment (definition of needs)
- Assess the capacity of medical staff and propose required training.

Reporting

- Work closely with Medical Coordinator, MEL Coordinator and other coordinators and managers as relevant to prepare donor reports.



- Assist Medical Coordinator in preparation of all reports concerning programme sent to external stakeholders such as MoH, NAP, PR, and other technical partners.
- Lead in preparation of medical supply management and laboratory related reports to donors.

Representation and Communication

- Collaborate with SC PR, national program, other INGOs related to medical supply management topics.
- Represent the Myanmar MdM mission, in the meetings/workshops relevant to supply management.
- Participate in country and programme level meetings upon MedCo request.
- When appropriate, support Medical Coordinator in representing the organisation to external stakeholders with regards to technical inputs

Human Resources Management

- Technical link to Medical Team Leaders, Medical Supply Manager, Laboratory Officer
- Be a technical focal in recruitment of supply management, pharmacy, and medical personnel upon request of MedCo.

This list of activities is not exhaustive and may change depending on the identified needs of the program and upon the request of line manager.

Qualifications and Experience

Professional Experience	<ul style="list-style-type: none"> • Essential degree; Medical and/or (public) health • Diploma, certificate on supply management is advantage
Professional Experience	<ul style="list-style-type: none"> • Previous experience in harm reduction, HIV/AIDS prevention, care, and treatment program is asset. • Proven experience in coordination, training, and facilitation experience, monitoring of program activities is benefit.
Skills Required	<p>Essential</p> <ul style="list-style-type: none"> • Proven technical knowledge on HIV/AIDS programs and supply management is essential. <p>Asset</p> <ul style="list-style-type: none"> • Knowledge on SRHR and cervical cancer • Knowledge on pharmacy and laboratory related works • Experience in representation at national/sub-national level. • Knowledge of data collection tools and Management Information System
Language Skills	<ul style="list-style-type: none"> • Good command of English
Personal Skills	<ul style="list-style-type: none"> • Ability to work under a minimum of supervision. • Ability to classify and to manage priorities. • Good Computer Skills and Report Writing Skills • Good Listening and diplomacy skills, team spirit • Capacity to work in a multicultural environment.



MdM SALARY RANGE AND SOCIAL BENEFITS:

Salary Range: 2,691,196MMK

Social and other benefits: MdM medical benefits, 13 months bonus, severance payment, public holidays, leave benefits (annual leave, sick leave, maternity leave, paternity leave, family leave, casual leave), seniority payment, Travel and Food allowance, Monthly phone top up allowance.

APPLICATION PROCESS:

If interested, please submit your cover letter and CV quoting “**Deputy Medical Coordinator**” as the subject matter to email. recruitment.yangon@medecinsdumonde.net OR mail to

MdM Country Coordination Office, Yangon
House No (53/A1), Thiri Mingalar Street 2, Ward 8, Kamayut Township, Yangon, Myanmar.
By 5pm on 22nd May 2024.

Only shortlisted candidates will be contacted.

Our objective is to create an inclusive workforce that is reflective of the populations we support; we strongly encourage applications from those who are marginalized and considered as vulnerable groups.