



# MYANMAR MEDICAL ASSOCIATION

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

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

Website : [www.mmacentral.org](http://www.mmacentral.org), [mmacorg@gmail.com](mailto:mmacorg@gmail.com), [mmacoffice249@gmail.com](mailto:mmacoffice249@gmail.com)

## Myanmar Medical Association-MMA TB-Project (Part-Time)

<b>Post</b>	<b>Field Assistant</b>
<b>Responsible for areas</b>	<b>Myaung Mya Township</b>
<b>Duration</b>	<b>May to December 2024 (3 months' probation) and extendable</b>
<b>Vacancy Number</b>	<b>11/2024/ MMA -TB Project</b>
<b>Vacancy Opening Date</b>	<b>5.4.2024</b>
<b>Vacancy Closing Date</b>	<b>26.4.2024</b>

### Functional and Hierarchical Lines

- Hierarchically accountable to: **Project Manager** of MMA TB project
- Functionally accountable to: **respective Field Coordinator (FC) and Project Officer** of MMA TB project.

### Position Profile:

- Field Assistant (FA) is responsible for field PPM TB activities of assigned township as needed under the guidance of respective Field Coordinator and MMA TB Project. He/she assist Field Coordinator (FC) in overall management of township PPM TB activities (including day to day implementation PPM Scheme I, II, III, regular visit to National TB Program (NTP), GPs, Clients and their families, proper recording and reporting, assisting in various meetings and trainings, facilitating providing patient and GP incentives and support, etc.

### Duties and Responsibilities

- To assist GPs for engaging in all PPM TB activities i.e., Presumptive referral, TB case finding and case holding. (PPM Scheme I, II, III etc.)
- To assist Field Coordinator (FC) for conducting meetings, HE sessions for community, and M & S visit by central office,
- Support to FC in documentation, data collection and reporting on M&E data, finance and stock and timely report to Central.
- Prepare and submit the monthly activity reports to central in timely manner.
- To visit NTP/ Township Health Department (THD) for promoting coordination, collecting relevant data with quality assurance.
- To undertake outreach activities as necessary (Patient's transportation, Sputum transportation)
- Engage in patients care and maintain good communication for treatment adherence, side effects monitoring, contact tracing and TPT services to households of the patients.
- Tracing absentee cases on referral, drop out cases on screening, missed dose tracing

- Distribution drugs, nutritional support, HIV test kits, IEC & other documents to implemented GPs and patients.
- Take other related duties assigned by MMA TB project.

**Requirements:**

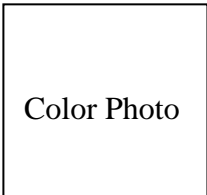
- Must be any graduated from a recognized University. (Educational qualification may be justified according to the needs of work nature & local context).
- Have working experience relating to health programs, public health, or related fields esp. TB care& control services.
- Have a comprehensive knowledge on TB & TB management.
- Able to travel for project activities as required.
- Good communication skills, both written and verbal.
- Attention to detail and the ability to handle multiple tasks simultaneously.
- Must be flexible and have an empathetic attitude and team spirit.
- Must be in good health.
- **Need to follow MMA Code of Ethics.**
- **Immediate family members of a staff are not allowed to apply for a position 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](mailto:tinttunkyaw1957@gmail.com) , [ihdmmam@gmail.com](mailto:ihdmmam@gmail.com) and [mmatb.hrd@gmail.com](mailto:mmatb.hrd@gmail.com) not later than **26.4.2024**.

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

- {မှတ်ချက်။ (၁) လျှောက်ထားသူသည်အစိုးရဌာနတစ်ခုခုတွင်ဝန်ထမ်းအဖြစ်တာဝန်ထမ်းဆောင်ခဲ့ဖူးပါက၊ သက်ဆိုင်ရာဌာန၏နှုတ်ထွက်ခွင့်၊ ခွင့်ပြုစာ(သို့မဟုတ်)ခိုင်လုံသည့်အထောက်အထားမိတ္တူပူးတွဲတင်ပြရမည်ဖြစ်ပါသည်။
- (၂) စီမံချက်ဒေသမှာ (Security Risk) နှင့် လတ်တလော (COVID-19) ဖြစ်ပွားနေခြင်းကြောင့် စီမံချက်လုပ်ငန်းတာဝန် ထမ်းဆောင်ရန်ဆန္ဒရှိသူဖြစ်ရပါမည်။
- (၃) Vacancy Announcement တွင် ဖော်ပြထားသည့်အချက်အလက်များပြည့်စုံစွာ ဖြည့်စွက်ပေးပို့သည့် Form, CV များကိုသာ(Short List)တွင်ထည့်သွင်းစဉ်းစားမည် 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>
(a)	-----	-----	-----	-----	-----
(b)	-----	-----	-----	-----	-----
(c)	-----	-----	-----	-----	-----
(d)	-----	-----	-----	-----	-----
(e)	-----	-----	-----	-----	-----

**(B) 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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(D) Why does the position interest you?

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**(E) Two Professional Referees**

Name -----

Name -----

Title -----

Title -----

Employer -----

Employer-----

Address -----

Address-----

Phone -----

Phone -----

Email -----

Email -----

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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