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

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<tr>
<th>Post</th>
<th>Field Coordinator (4 Posts)</th>
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| Responsible for areas | 1.Lashio Township  
                        | 2.Myitkyina Township  
                        | 3.Keng tong Township  
                        | 4.Pyinmana Township |
| Duration        | April to December 2024 (3 months’ probation) and extendable                             |
| Vacancy Number  | 5/2024/ MMA -TB Project                                                                  |
| Vacancy Opening Date | 1.3.2024                                                |
| Vacancy Closing Date | 15.3.2024                                               |

**Functional and Hierarchical Lines**

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

**Position Profile:**

- Field coordinator (FC) is responsible for field PPM TB activities of assigned township as needed under the guidance of respective project officer and MMA TB Project. He or she has to manage overall 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, conducting various meetings and trainings, facilitating providing patient and GP incentives and support, etc. He/ she needs to supervise Field Assistant, PPM Community Facilitator (PCF) and MDR support volunteers, in the respective tsps.

**Duties and Responsibilities**

1. Engagement of G.Ps
   - To encourage GPs for engaging in all PPM TB activities i.e., Presumptive referral, TB case finding and case holding (PPM Scheme I, II, III etc.) by conducting monthly supervisory visit to G.Ps.
   - Assess performance of TB Case detection and treatment by implementing GPs to identify problem; analyze causes and possible solutions and support by providing technical assistance (updates of TB Diagnosis & Treatment, etc.) in regular manner or as required
   - To recruit & implement the new GP clinics and send the updated GP list quarterly to central office.
2. To ensure efficient Drug management.
➢ To check carefully the expiry date & being stock out of drugs and supply the drug stock in time, maintaining uninterrupted drug supply to care provider.
➢ To keep in order (accurate and timely) of drug register/stock book and send a quarterly drug balance report to central office / NTP.
3. To cooperate & Coordinate with NTP for referral problems, diagnosis or treatment issues and data collection.
4. Engage in patient care
➢ Facilitate the patient support activities of the project
➢ To take in charge for treatment adherence by tracing absentee/ Loss to follow up and for contact tracing and TPT services
5. To organize community awareness session and assist trainings, advocacy, monitoring & supervision processes conducted by MMA TB Project.
6. Facilitate TB-HIV, TB/DM & MDR TB support activities of MMA TB project as necessary
7. Prepare and submit the report on M&E data, finance and stock timely to Central.
8. Supervise and organize the reports of Field Assistant, PPM community facilitator (PCF) if any, Runner of Sputum collection center (SCC) if any and EQA report of Lab. Technician if any.
9. To get awareness with other organizations and enhance coordination with those organizations and health related volunteers
10. Perform other related duties as determined by Project Manager, MMA TB Project.

Requirements:
➢ Must be a graduate from a recognized medical university (M.B.,B.S)
➢ Have at least one year experience in Clinical management and related field esp TB care & control services.
➢ Have to travel for project activities as required.
➢ Must be able to use English language and standard office computer software skillfully (Microsoft Excel, Microsoft Office, Microsoft Power-point, etc.)
➢ Have a flexible and empathetic attitude and team spirit.
➢ Ability to work well and punctually under pressure.
➢ Motivated to work in the field and remote areas.
➢ Must be in good health.
➢ Life member of MMA and valid General Medical License.
➢ 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, ihdmmam@gmail.com and mmatb.hrd@gmail.com not later than 15.3.2024.
(၁)လော်းဗားသူသည်ဆရျောဝန်ဖြစ်ပါက(အလထွေလထွေလဆားကုသခွေင်းင်စင်)သက်တမ်ားရှသူဖြစ်ရပါမည်။

(၂)လော်းဗားသူသည်အစုံးရဌ်တစ်ခုခုတွေင်ဝန်ထမ်ားအဖြစ်တိုဝန်ထမ်ားလဆျောင်ခွေင်ဖပြုစျော်(သုိ့မဟုတ်ခြင်း)သည်အလထျောက်အထျေားမတတူပူားတွေတင်ဖပရမည်ဖြစ်ပါသည်။

(၃)စီမံချက်လေသမှျော(Security Risk)နှင့်တ်တလျော(COVID-19)ဖြစ်ပွေျောားလနဖခင်ားလကျောင်စီမံချက်ုပ်ငန်ားတိုဝန်ထမ်ားလဆျောင်ရန်ဆနဒရှသူဖြစ်ရပါမည်။

(၄)Vacancy Announcementတွေင်လော်းဗားသူအချက်အက်မျျေားဖပည်စုစွေျောဖြည်းစွေက်လပားပု့သည်Vacancy Announcementတွေင်ထည်သွေင်ားစဉ်ားမည်ဖြစ်ပါသည်။
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

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(B) Previous Experiences/Exposures (Starting from most recent period)

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<td>(5) Duties and Responsibilities</td>
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<td>(6) Reason for Leaving</td>
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(2) Department/ Organization 

(3) Period 

(4) Duration 

(5) Duties and Responsibilities 

(6) Reason for Leaving 

(D) Why does the position interest you? 

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(E) Two Professional Referees

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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