

Vacancy Announcement

Background

MSI Reproductive Choices also known as Marie Stopes International, an international non-governmental organization (INGO) implements sexual, reproductive, maternal, newborn, adolescent and child health; and HIV prevention, treatment and care interventions in a range of locations in Myanmar. MSI delivers information, commodities and services through centre based, mobile outreach, social marketing channels and other effective and adaptive approaches. As a social business, MSI Reproductive Choices focuses on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.

MSI Reproductive Choices seeks qualified and experienced candidates for the following position:

Title:	Center In-Charge
Number of Opening	One
Duty Station:	Pyigyitagon Township, Mandalay Region
Duration:	up to December 2024 (Renewable subject to satisfactory work performance and fund availability)
Opening Date:	10th April 2024
Closing Date:	24th April 2024, 5:00 PM

Overall purpose

A Centre In-Charge is responsible for ensuring the provision of most effective clinical services through proper operations, financial and management of centre and out-reach teams.

KEY RESPONSIBILITIES:

Entrepreneurial and results-driven leadership

- Meet centre KPI through coordinated performance of team members
- Strengthen service diversification and cross-selling at centre accordingly
- Achieve more than 90% of client satisfactory level at all times
- Implement local demand generation activities and online campaigns in collaboration with mHealth team

Clinical Services

- Provide and manage reproductive health related clinical and other services including counseling, health promotion and proper referral
- Ensure quality of clinical and other services provided by the centre and the outreach services according to the standards of MSI in service provision
- Take responsibility on the services provided by the centre and the outreach teams
- Ensure proper client record keeping including confidentiality.
- Report all medical complications in writing to Clinical Service Manager (CSM) in timely fashion.
- Ensure high standard of **cleanliness** of the centre
- Ensure that the clinical team follow the rules of infection prevention in the centre and satellites.

Team Management

- Manage operations of the MSI Centre and the outreach teams of the township providing information, commodities and services
- Supervise the clinical team and non-clinical teams operating in the centre and in the communities concerned
- Train and coach clinical and other teams for quality services and programmes

- Undertake work planning for Centre and Field teams
- Field visit with team to monitor the progress of team activities and staff performance.
- Assist with recruitment, induction and training of centre and field teams.
- Manage team to include motivation, supervision, personal development, performance appraisal, and dealing with minor disciplinary issues.
- Ensure team understand compensation and benefit systems.
- Hold regular team meetings to communicate information from Yangon Support Office (YSO); discuss centre issues, progress, achievements and feedback any concerns or new ideas to YSO

Project Management

- Organize, plan and implement project activities being operated at the township level
- Lead and supervise the project team in implementing project activities
- Monitor and evaluate project achievement of outputs in accordance with donor agreement and the goal of MSI
- Ensure collection of data regularly according to the systems and requirements, and preparation of timely reports on routine and project activities for the townships concerned

Centre Operation

- Be responsible locally for the establishment, maintenance and ensuring proper function of the building, premises, equipment, vehicles and other materials of the centres, outreach teams
- In collaboration with the marketing team, manage social marketing of SRH related commodities locally
- Ensure safety and security of team members
- Responsible for overall financial management and control including monitoring and reporting of all expenditures and income for the township activities, must be accountable.
- Supervise supply chain management of the centre.

Monitoring, Evaluation and Reporting

- Supervise client exit surveys, result on client waiting time and report on results regularly as outlined in work-plan;
- Submit timely narrative report (Management Information System Report “ **MIS**” Report) to YSO
- Responsible for data quality management, reviewing and analysis of data.

Advocacy and coordination

- Represent MSI locally in occasions, activities and communications related to public health and community development
- Coordination with stakeholders including officials, departments, NGOs, CBOs, UN agencies and other programmes locally

Other Responsibilities

- Implement any other tasks assigned by Clinical Service manager, Programmes/ Project Managers and Centre Channel Advisor and Country Director.
- To be sensitive and responsive about the need of the communities and to maintain a positive clinic environment with the communities, partners and other relevant agencies.

Requirements

- M. B., B.S or equivalent degree from a recognized institute
- Valid Myanmar medical license (Sa-Ma)
- At least one year experience of clinical service provision

Person Specification

- Interest in non-discriminative humanitarian work
- Work experiences with a social development organization preferable
- Ability to work without close supervision
- Ability to work as a team member, and to work with people of different levels and background
- Good interpersonal communication
- Ability to use Microsoft Office applications

