



MYANMAR MEDICAL ASSOCIATION

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

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

Website : www.mmacentral.org, mmacorg@gmail.com, mmacoffice249@gmail.com

Myanmar Medical Association-MMA TB-Project

Post	Project Officer (Technical and Training)
Responsible for areas	Yangon (Central) and with duty travel to assign townships
Duration	During June to December 2024 (3 months' probation) and extendable
Vacancy Number	14/2024/MMA -TB Project
Vacancy Opening Date	6.5.2024
Vacancy Closing Date	19.5.2024

Functional and Hierarchical Lines

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

Position Profile:

- Project Officer (Technical and Training) is responsible for the training, CME & capacity building of project staff, GPs ,care providers participating in the project in collaboration with National Tuberculosis Programme, provide technical support and develop IEC materials.
- He/ She also play a supportive role in project management, implementing policies, strategies and standards of TB Project under the guidance of Deputy Project Manager and Project Manager of TB Project.

Duties and Responsibilities

- Assist the Project Manager in performing advocacy, training, capacity building activities and providing necessary technical support to the project implementation.
- Prepare curriculum, coordinate and facilitate for trainings to all levels of central and field project staff, GPs, care providers ,volunteers etc...
- Assessing training needs for project staff, GPs and all care providers for ensuring continuing professional development.
- Monitoring training effectiveness, enhancing quality assurance of trainings, and updating guidelines &SOPs in line with national program.
- Submit reports on trainings, CME & capacity building to Project Manager .
- Provide technical support on developing policies, strategies , implementation and standards of TB Project.
- Developing IEC materials including publishing program pamphlets, bulletin and annual report book etc...
- Pay field visits to project sites as assigned, and submit field visit reports to Project Manager in a timely manner.
- Participate and facilitate in meetings, national or international mission visits, internal or external audit visits at various levels.

- Perform other related duties as required & assigned by Project Manager of MMA TB Project.

Requirements:

- Must be a graduate from a recognized medical university (M.B., B.S); preferably post graduate degree or diploma in Public Health.
- Have at least one year experience in clinical & program management esp TB care& control.
- Preferably experience in technical support, training, capacity building in TB care& control.
- Must be in good health.
- **Life member of MMA and valid General Medical License.**
- Must be proficient English language.
- Must have Computer skills in Microsoft Word, Excel, and Power Point.
- Have flexible and have an empathetic attitude and team spirit.
- Able to work in a multicultural context.
- Motivated to work in the field and remote areas.
- Have strong interpersonal and communication skills.
- **Need to follow MMA code of Ethics**
- **Immediate family members of a staff are not allowed to apply 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 **19.5.2024**.

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

- {မှတ်ချက်။
- (၁) လျှောက်ထားသူသည် ဆရာဝန်ဖြစ်ပါက (အထွေထွေဆေးကုသခွင့်လိုင်စင်) သက်တမ်းရှိသူဖြစ်ရပါမည်။
 - (၂) လျှောက်ထားသူသည် အစိုးရဌာနတစ်ခုခုတွင် ဝန်ထမ်းအဖြစ် တာဝန်ထမ်းဆောင်ခဲ့ဖူးပါက၊ သက်ဆိုင်ရာဌာန၏ နှုတ်ထွက်ခွင့်၊ ခွင့်ပြုစာ (သို့မဟုတ်) ခိုင်လုံသည့် အထောက်အထားမိတ္တူပူးတွဲတင်ပြရမည်ဖြစ်ပါသည်။
 - (၃) စီမံချက်ဒေသမှာ (Security Risk) နှင့် လတ်တလော (COVID-19) ဖြစ်ပွားနေခြင်းကြောင့် စီမံချက်လုပ်ငန်းတာဝန် ထမ်းဆောင်ရန် ဆန္ဒရှိသူဖြစ်ရပါမည်။
 - (၄) Vacancy Announcement တွင် ဖော်ပြထားသည့် အချက်အလက်များ ပြည့်စုံစွာ ဖြည့်စွက်ပေးပို့သည့် Form, CV များကိုသာ (Short List) တွင် ထည့်သွင်းစဉ်းစားမည် 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>
<i>(a)</i> -----	-----	-----	-----	-----
<i>(b)</i> -----	-----	-----	-----	-----
<i>(c)</i> -----	-----	-----	-----	-----
<i>(d)</i> -----	-----	-----	-----	-----
<i>(e)</i> -----	-----	-----	-----	-----

(C) 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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(E) Two Professional Referees

Name -----
Title -----
Employer -----
Address -----
Phone -----
Email -----

Name -----
Title -----
Employer-----
Address-----
Phone -----
Email -----

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