



Vacancy Announcement (Re – announcement)

Job Title	: Harm Reduction Officer
No. of Vacancy	: 1 Post
Date of Announcement	: 23rd April 2024
Closing date of Application	: 30th April 2024
Duration of initial contract	: 1 year (Including 3 months probation & with possible extension)
Report to	: Area Coordinator
Duty Station	: Mansi, Kachin State

The Substance Abuse Research Association (SARA), a registered local NGO in Myanmar and was founded in June, 1999 with the following Mission and Objectives.

Mission statement: Substance Abuse Research Association's (SARA) mission is to conduct research related to drug abuse and incorporate the findings into national drug policy, programs and services.

Objectives of Substance Abuse Research Association

- (1) To conduct research related to drug abuse and to incorporate the findings into National Drug Policy and conduct yearly evidence-based drug abuse programs.
- (2) To enhance the recovery of people who use drugs and to enable them to return into mainstream Myanmar society through conducting evidence-based quality services, and to reduce the burden of drug use on the community.
- (3) To work in close collaboration with relevant Government Departments and Organizations so that drug use prevention and treatment services become more effective.
- (4) To ensure sustainability of drug use services with the aim of continuous services.

The Substance Abuse Research Association (SARA) is looking for highly motivated and dedicated individuals who are eager to work together with SARA members in her fight to reduce harms associated with drug use. SARA is currently implementing harm reduction and drug use prevention projects in Kachin State and Sagaing Region.

Project Office: No. 131/132, Room No – 301, Gandamar Residence, Gandamar Road, 8 Ward, Mayangone Township, Yangon.

Phone : 09- 252189338, 09- 250971469

Email : sara.hro.ygn@gmail.com **Facebook :** www.facebook.com/groups/SARA.Myanmar/?ref=bookmarks



Duties and Responsibilities

- Conduct all activities related to Drug Use Prevention.
- Overall responsible for the implementation of project activities, running the drop in centers in the collaboration with respective counterparts and project teams for timely implementation and reporting on project progress.
- To participate in and facilitate all project related activities such as organizing meetings, trainings at all different levels.
- Responsible for the financial and administrative management of the LKSC.
- To advocate and mobilize the community in sustainable preventive efforts of HIV/ AIDS and Drug Abuse.
- Provide medical health care for drug users and their family members attending the clinic at the LKSC and mobile clinic at village.
- To provide technical support.
- Responsible for progressing report to Head Office through coordination unit according to reporting time lines.
- Provide BHC for clients & their family.
- Make sure for staff safety before outreach.
- Communicate with Community Mobilization Assistant, NGO/ INGO and Government offices.
- Monitor inventories and medical stock regularly.
- Administrative management will be done for all staff.
- Implement project activities and do more to get achievements for the target.
- Collaborate with National AIDS, Drug Treatment Hospital, General Hospital and etc.
- Responsible for overall manage of Sub unit.
- Responsible to take administrative task and other duties assigned by SARA EC and funding agency to assist for overall management and coordination where and whenever necessary.



Skills and Requirements

- Must have M.B.B.S degree and appropriate license to practice.
- At least 2 years' experience in the field of Public Health especially HIV/AIDS.
- Working Experience in the INGOs, NGOs, and CBOs is preferable.
- Have sound knowledge and experience in Public Health activities.
- Must have working knowledge in English (four skills).
- Good communication and interpersonal skills.
- Project Management and Administration Skills is a must.

Working Condition

Working Days: Monday to Friday, 8:30 AM to 4:30 PM.

Travel

The Harm Reduction Officer is expected to travel to Project Sites and other townships as and when required. The duration of travel will vary from 3 to 10 days in general.

To Apply

The application should be submitted to Human Resources Department by post office or email to the below address:-

Yangon Project Office

No. 131/132, Room No – 301, Gandamar Residence, Gandamar Road, 8 Ward, Mayangone Township, Yangon.

Office Phone: 09 252189338, 09 250971469

Email: To - sara.hro.ygn@gmail.com

Mansi Office

No. 283, Ward 2, Kaung Ra Quarter, Mansi Township, Bhamo District, Kachin State

Office Phone: 09 258433329

Email: Cc - sara.ac.3mdg@gmail.com

Project Office: No. 131/132, Room No – 301, Gandamar Residence, Gandamar Road, 8 Ward, Mayangone Township, Yangon.

Phone : 09- 252189338, 09- 250971469

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Additional Considerations:

- Please note that the closing time is 4:00 PM (Myanmar Standard Time).
- Earlier application is encouraged to every interested person. Position will be filled up soon after receiving the potential application.
- The existing staff of SARA is encouraged to apply.
- Qualified female candidates are strongly encouraged to apply.
- Only short-listed applicants will be informed of the date of Selection Interview.

Please do not send electronic scans of degrees, diplomas, certificates and the application must contain a phone number, email address, recent passport size photo and a statement of expected salary and two Referees: preferably, one from the current/ last worked organization and one from an individual who can attest to the applicant's technical expertise.

SARA is Equal opportunity employer for all applicants, and complies with applicable laws relating to employment practices.
SARA considers on the basis of merit without regard to age, sex (including gender identity or expression), sexual orientation, marital status, religion, race, color, national origin, disability or any other protected characteristics.