

VACANCY ANNOUNCEMENT

The Union Office in Myanmar is seeking applications from dynamic and highly motivated Myanmar nationals for the following vacant position.

Position Title	: Deputy Programme Director
Duty Station	: Mandalay (with Travel)
No of Position	: One (1) Position
Duration	: Till end of September 2024 (Extendable)
Department	: Tuberculosis
Reports to	: Programme Director
Closing date	: Until qualified candidate is identified

BACKGROUND

International Union Against Tuberculosis and Lung Disease - The Union is an International Non-profit Organization based in Paris, France. The Mission of The Union is to end suffering due to tuberculosis and lung diseases, old and new, by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no one is left behind, people are treated equally, and we have a focus on vulnerable and marginalised populations and communities. The Vision of The Union is a healthier world for all, free of tuberculosis and lung disease.

In Myanmar, The Union provides technical support to various stakeholders, partner organisations and institutions in the health sector, with a focus on TB and HIV and has strengthened the local capacity to deliver high-quality services. Key programmes include an Integrated HIV Care (IHC) Programme for People Living with HIV/AIDS, which has been supported by key donor agencies since 2005 to provide outpatient services and prevention activities to People Living with HIV (PLHIV) in 16 ART centres and 36 Decentralized sites in 38 townships in Myanmar. In addition, The Union's Tuberculosis Programmes including community-based TB case finding activities in 13 townships in Upper Myanmar and as of 2015 MDR-TB Care, which addresses drug-resistant TB at the community level in 27 townships in Myanmar.

The Union is part of the HIV/TB Agency, Information and Services (AIS) Activity, which is funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) as well as the Accelerator to End Tuberculosis (TB Accelerator) through USAID. The AIS Activity provides a free, confidential and comprehensive range of TB prevention, testing and treatment services specifically tailored to help people live a healthy life, prevent the spread of new infections and suppress TB in Myanmar.

Programmes run by The Union are expected to continue indefinitely and are approved until December 2024. Due to increasing national demands in the current environment in Myanmar, The Union is looking for an experienced and committed person to fill the position of **Deputy Programme Director**.

GENERAL MISSION

The Deputy Programme Director (TB) has to work in the country office with regular visit to field sites. S/he is focal person for planning, implementing and evaluating the Union's Community Based TB Care (Accelerated Case Finding & Holding) Project and Comprehensive Care on Hybrid Model (ACF mobile team and NGO-led Clinics) Project. S/he must take all responsibilities of successful project implementation and run the projects with utmost quality at all time. S/he has to represent the UNION and coordinate with all stake holders, regular monitoring of project activities through supportive supervision visits to field sites.

The Deputy Programme Director (TB) will perform his/her tasks and responsibilities under the direct supervision of the Programme Director (TB) and overall supervision by Country Director. The Deputy Programme Director (TB) has to supervise the Programme Managers of his/her project and provide necessary

technical support and mentoring. S/he has to work very closely with Deputy Country Director, Deputy Programme Directors (HIV and DRTB) and other head of departments.

DUTIES AND RESPONSIBILITIES

Supervision

- To oversee the project activities of Community Based TB Care (Accelerated Case Finding& Holding) Project, Hybrid Model on Comprehensive TB Care and AIS Activities under the UNION
- Support as troubleshooter for Programme managers in their management (project, HR, Finance etc...)
- Support and guide Programme managers in their development of work plan, implementation of new and ongoing project activities, coordination with stakeholders and others relevant issues as needed
- Organize regular supportive supervision and monitoring visit to field project sites, also give on-site training to team members as necessary
- Involve in training package development and give technical inputs to programme managers for the development and updating of training packages in line with guidelines and policies developed by National programs and Donor agencies.

Coordination and Representation

- Set up and make good communication with State/Region Health Departments, National Programmes (NTP) and public sectors counterparts at different level
- Represent and attend the meetings/workshop/trainings at state/region level and others as assigned by supervisor
- Participate in regular coordination meetings with the partners from public sectors as well as I/NGO site at State/Regional level
- Support in organizing coordination or advocacy meetings/events with relevant stakeholders whenever necessary
- Give inputs in MOU extension process and other approval process related with program

Human Resource Management

- Supervise and support to Programme Managers for recruitment plans of the project team, participate in interviews and staff evaluation for his/her team members
- Supervise and support to Programme managers for providing initial trainings and refresher trainings for team members in coordination with Regional Officers (NTP) and Township Medical Officers
- Identify the training needs and lead in providing necessary trainings to project team
- Is responsible for recruitment and provide initial training to Programme Managers in collaboration with HR department
- Take part in Seconded Staffs (Mobile Team and Laboratory technician) management

Financial Management

- Take part in budget preparation, reprogramming of project as necessary
- Responsible for manage and follow up for proper budget utilization of his/her project
- Ensure Financial procedures are to be in line with The Union SOP and requirements of Donors
- Organize regular budget follow up meeting in collaboration with finance department
- Give inputs to supervisor and take appropriate action, accomplish the action plan after the budget follow up meeting

Monitoring and Evaluation

- Take part in monitoring of monthly and quarterly for project activity indicators and its outputs and take appropriate actions accordingly
- Participate in organizing the quarterly, biannually and annual review meetings of projects
- Synthesize the discussion points of review meetings to take appropriate action
- Give inputs to MEAL unit (TB) for smooth process of recording and reporting

- Oversee and trouble shoot the challenges encounter when implementing digital health
- Regular monitoring of stocks (IECs, Promo, IC items etc...) and take appropriate actions as necessary
- Take part in operational research activity in coordination with National Programmes and Learning and Development Head under the supervision of Programme Director (TB)

Reporting

- Assist in reports preparation (donors, National Programme etc...), collect feedback and inputs from managers and project team
- Assist in submit project report (ongoing and plan issues, constraints, achievements) to country director
- Assist in preparing other programme related reports as necessary
- Submit biannual report to Programme Director (TB)
- Share travel reports, meeting reports, training reports as appropriate

Strategy Development and Innovation

- Give inputs and assist in project preparation, proposal and concept note writing
- Provide innovative ideas and strategic approaches for better qualitative results of projects
- Involve in project work plan and designing of current projects as well as new projects
- Take part in develop SOPs for project activities and mentor the project team
- Involve and give inputs/ideas in designing and production of IEC and promotional materials

Others

- Take part in organizing the international training in collaboration with public sector as well as staffs from HQ
- Conduct other duties as needed assigned by Supervisor

RECRUITMENT CRITERIA

- Medical Degree (M.B.B.S, with a valid SAMA Registration)
- Master degree in Public Health/ Health Social Science/ Epidemiology/ Health economics or relevant post-graduation is preferred
- At least FIVE years of successful work experience in related areas (public health) and project management
- Strong experience in working with National Disease Control Programmes
- Can work independently with minimal supervision from Supervisor
- Ability in developing donor reports, budgets and other documents in English
- Fluency in both written and spoken English is Essential
- Computer literacy specifically in Microsoft Office (Excel, Word, Power-point, Outlook, Access)
- Excellent leadership skill and interpersonal skill, and decision making skill
- Utmost respect for confidentiality, particularly regarding patient information and sensitive programme-related discussions.
- Display of personal integrity, honesty, and a positive mindset in all professional interactions.
- Unwavering COMMITMENT to neutrality and integrity in alignment with The Union's Code of Conduct.
- Alignment with The Union's Mission and Values, showcasing a shared commitment to the organization's overarching goals: [Link to Mission & Values s](#)



Application:

Please send your application letter and CV (with THREE contacts for Reference Check), to hr.myanmar@theunion.org.

(Educational Certificates and supporting documents are not required at this stage of the application process.)

The Union Office in Myanmar

Ma-10, 64th Street, between 101st*102nd Streets, Chan Mya Thar Zi Township, Mandalay, Myanmar

(According to the large number of applications received, only shortlisted candidates will be notified for the interview.)

Note:

- While applying please mention the job title in the subject column of your email.
- Applications submitted after the deadline will not be reviewed.
- The Union in Myanmar is a Tobacco-free environment.

The Union has a zero-tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all employees are required to adhere to the Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with and adherence to the Code of Conduct is an essential requirement of all staff.

Disclaimer: The Union does not charge a fee throughout its recruitment process.