

## VACANCY ANNOUNCEMENT

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

<b>Position Title</b>	<b>: Medical Officer</b>
<b>Duty Station</b>	<b>: Pakokku</b>
<b>No of Position</b>	<b>: One (1) Position</b>
<b>Duration</b>	<b>: Till end of December 2024</b>
<b>Department</b>	<b>: HIV</b>
<b>Reports to</b>	<b>: Programme Manager</b>
<b>Closing date</b>	<b>: 19<sup>th</sup> May 2024</b>

### 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 **Medical Officer**.

### GENERAL MISSION

The overall responsibilities of the Medical Officer\_HIV are to run the Integrated HIV Care (IHC) Clinic very efficiently and provide state of ART care to PLHIV under the direct supervision of the Programme Manager\_HIV and technical, programmatic support from the Deputy Programme Director\_HIV and overall support from the Programme Director\_HIV:

### DUTIES AND RESPONSIBILITIES

#### Coordination and Supervision

- To assist the Physician in the public sector for the clinical management of People Living with HIV (PLHIV)
- To follow the National guidelines for the management of HIV infection

- To assist ART Responsible person in the public sector to organize PLHIV Peer Support Workers and to train them for counselling, OPD activities, TB screening, defaulter tracing, etc.
- To monitor the referral pathway of TB patients who are diagnosed with HIV (from Township Health Centres / TB Centres to IHC Centres) and follow them up until they are enrolled for ART care
- To supervise and monitor the Covid-19 activities integrated with IHC clinics
- To supervise and monitor the activities of the PLHIV Peer Support Workers, especially for TB symptom screening, expert patient care, weight & height measurements, PLWHA registration, Covid-19 activities etc.
- To oversee the processes of defaulter patients' retrieval (communication of a line list of patients) by the PLHIV Peer Support Workers along with the Social Workers
- To coordinate with the responsible person (MS/AD/DMO/TMO) and supervise the activities of the main and sub medical store (pharmacist/nurse) in order, receiving, dispensing, reporting and physical counting of the drugs. The objectives are to avoid expiry and stock out of the drugs
- To supervise and prepare the indent of ART drugs(quarterly) to respective person from NAP
- To coordinate with the laboratory technician to monitor the condition and performance of all the machines provided by The Union, to inform the laboratory section of HIV Unit of The Union for the maintenance procedure of the machines and to supervise upon the shelf life and storage conditions of the reagents in the laboratory
- To supervise Field Officer, Data Assistant and Clinic/Dispensing nurses in Data collection, recording, reporting and logistics and assets management
- To coordinate with direct supervisor and procurement team for procurement of furniture/fixtures and renovation of service delivery point
- Represent The Union in meeting and prepare the power point if required and submit meeting minute

#### **Data Collection and Recording**

- Make data entries in paper-based data recording, summary sheets and registers, electronic data entry and Excel sheet and IUATLD database and for E-health system.
- Make sure the competency of data in both paper-based and electronic-based data recording is complete
- Keep the patient's agenda (appointments) updated at OPDs
- To ensure regular data entry for TB-HIV co-infected patients followed in TB OPD and township health centres (Township TB Register, HIV Seropositive Register, IPT Register)
- To ensure the data referral linkage between TB and HIV (TB-HIV Cross Referral Form, Referral Registers)

#### **Reporting**

- To check the completeness and accuracy of data and to ensure the systematic backup of the data, to keep the confidentiality of the data
- To prepare the monthly reports and to submit to MEAL unit, Pharmacy and Logistic Unit
- For the monthly/quarterly report after it is cleared by the MEAL unit of The Union and submitted to the NAP (which is to be signed by Physician/Paediatrician in the public sector).
- To submit the financial report to the direct supervisor and finance unit with necessary documents for the expenditure of service delivery point
- To assist the responsible person of the medical store (pharmacist/nurse) for timely submission of monthly report of main and sub medical store which must be completed with the signature of the responsible person of the medical store (pharmacist/nurse)
- To submit the meeting minutes done with the stakeholders and different partners.
- To submit the attendance sheet to The Union for administrative purposes

#### **Logistics**

- To organize and smoothly transport Blood samples to the nearest laboratory when a situation arises.
- To reimburse all investigation costs by community cost-sharing system prescribed by NAP and coordinate the process

- To assist pharmacist/nurse to calculate the requirement of ARV and OI drugs and the ordering process
- Link with the laboratory and ensure the monthly report of laboratory and check and countersigned by Medical Officer
- Make the physical counting of the sub-stock at the end of OPD and make sure the systematic stock management to prevent expiry of drugs and shortage of drugs
- Help the nurse and pharmacist in quarterly ground check of sub-stock
- To perform the additional tasks to meet the programmatic requirements

#### RECRUITMENT CRITERIA

- Medical Degree (M.B.B.S, with a valid SAMA Registration)
- At least two years of successful previous work experience as a Clinical Doctor in the field of TB/ HIV medicine, TB/DM
- Ability to generate reports, budgets and other documents in English
- Computer literacy specifically in Microsoft Office (Excel, Word, Power-point, Outlook, Access)
- Ability to communicate/negotiate with the representatives of the Programmes and the hospitals at a local level
- Ability to work in various sites of the programme based on the requirement
- 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](#)

#### Application:

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