

## VACANCY ANNOUNCEMENT

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

- Position Title** : **Programme Manager**
- Duty Station** : **Mandalay with frequent visit to Project Areas  
(75% Travel, 25% Office Based)**
- No of Position** : **One (1) Position**
- Duration** : **Till end of December 2024**
- Department** : **Tuberculosis**
- Reports to** : **Deputy Programme Director**
- Closing date** : **24<sup>th</sup> May 2024**

### 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 **Programme Manager\_TB**.

### GENERAL MISSION

This post holder will perform his/ her tasks and responsibilities under direct supervision of the Deputy Programme Director (TB) and overall supervision by the Programme Director (TB). S/he has to coach and lead the CBTC (Project Officer, Field Officers) and provide necessary technical support and mentoring them. S/he has to work and coordinate very closely with other Programme Managers and other head of departments.

## **DUTIES AND RESPONSIBILITIES**

### **Supervision**

- Regular supervision and monitoring of project activities
- Delegate the essential tasks for team members to impact projects needs and program goals
- Supervise and Lead the team members including volunteers and provide necessary technical support and empower the field team
- Ability to interact effectively within diverse project staffs, volunteers and Coordinate with a wide variety of government health authorities
- Conduct regular supervision visits to project townships including activities conducted by volunteers
- Check monthly work-plan and narrative reports of Field Officers and give constructive feedback and take action as necessary
- Manage risks and issues of project townships and Take corrective measurements proactively

### **Operation and HR Management**

- Develop proper and standardized SOP for each work flow and procedure for CBTBC
- Planning, Supporting and Coaching HR related management (recruitment, training, performance evaluation, development, financial coaches and internal communication) of the staff under his/her responsibility in order to improve staff capabilities and to ensure the amount of knowledge and performance required
- Ability to interact effectively within diverse project staffs, volunteers and Coordinate with various stakeholders from both public and private sectors
- Builds external and internal partnerships and identifies collaborative opportunities for disease control & prevention and support to affected communities CBTBC
- Support in field level standardized procedures by verifying recording, tracking all update, correction and clarification as necessary
- Manage risks and issues of project townships and Take corrective measurements proactively

### **Planning & Budgeting**

- Check and oversee the proper activities and their related cost according to budget availability
- Oversee and design the work-plan of meetings and workshops to be used in feeding back for being appropriate and improvement
- Manage and Check all field project expenses submitted by project staffs and ensure all project expenses are used in line with Union's SOPs
- Responsible to manage and utilize project approved budget effectively and efficiently
- Prepare monthly cost plan and request for the project activities

### **Coordination**

- Organise internal monthly/Quarterly meeting of his/her project
- Coordination in meetings with township/regional TB team including NAP and NTP
- Organize/participate advocacy meetings/special events with all relevant stakeholders, Township TB center, and other partner organizations at project sites
- Coordinating, assessing and supervising the proper functioning, activity improvement and effectiveness of the clinical and community activities according to project protocols, standards and procedures
- Support in recording and reporting procedures by verifying quality of data, tracking all update, correction and clarification as necessary and in line with existing CBTBC project
- Attend State/Regional level meetings and represent the Union upon request by supervisor
- Has to participate in the workshop minutes, writing reports, maintaining data and program records

### **General Management**

- Regular follow up for consumption and the stock management of all consumable items of the project
- Check and Prepare IEC, infection control items and promotional materials request to PSM unit on monthly basis for project townships

- To collaborate with Program managers in developing the Project Planning, development or update of Standard Operation Procedures, training packages of project activities and provide necessary inputs
- Oversee the Reports by Project Officer, Field Officer and Provide technical and operational feedback after reviewing
- Submit Quarterly PM report, Prepare Quarter work plan and other project related reports (training report, meeting report, travel report, etc) to Deputy Programme Director\_ACFTB and Programme Director\_TB
- Assist Deputy Programme Director\_ACF-TB and Programme Director\_TB in donor report preparation and give inputs as necessary

### Strategy Development and Innovation

- Explore innovative activities of TB control Projects around the world, inform to line managers, discuss and take initiatives if applicable for local setting
- Participate in Project Planning, development or update of Standard Operation Procedures, training packages of project activities and provide necessary inputs

### Others:

- To perform the additional tasks to meet the programmatic requirements as necessary or as assigned

### RECRUITMENT CRITERIA

- Minimum M.B.,B.S with Masters in Public health/Administration or similar qualifications
- At least 5 years of professional experience with a minimum of 3 years and above in a managerial role
- At least 2 years of successful work experience in Infectious Disease Control Related area in NGO or similar environment
- Ability to generate reports, budgets and other documents in English
- Ability to work in various sites of the programme based on requirement
- Fluency in both written and spoken English is Essential
- Ability to generate reports, budgets and other documents in English
- 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](#)

### 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.