



38/ B (1), Pyi Htaung Su lane,
Tharthana Yeiktha Quarter,
Near Sayar San Road, Bahan
Township, Yangon.
www.mam.org.mm

Medical Action Myanmar (MAM) is a medical organization. MAM aims to improve access to quality health care for all people in Myanmar. MAM provides large-scale access to prevention, diagnosis & treatment of HIV, Malaria, Tuberculosis and we provide Basic Health Care provided by 20 clinics and 2300 community health workers in remote areas. MAM employs over 1200 staff.

Vacancy for: Project Medical Coordinator (HIV/Clinic)

Reports to: Deputy Project Coordinator (HIV/Clinic)
Other Report to: Technical Coordinator
Job location: Puta-O (Kachin State)
Deadline for application: 7th May 2024
Starting date of position: As soon as possible
Vacancy number: VA- 0037/2024

Description of the vacant position;

In Puta-O, MAM is providing integrated health care services by operating a NAP-MAM satellite clinic with integrated health care and HIV prevention Harm reduction program activities. Project Medical Coordinator (HIV/Clinic) – PMC (HIV/Clinic) – is the technical focal point of Clinical activities, MAM clinics program, for general health care, HIV/TB/STI diagnosis and treatment, Hepatitis B screening and vaccination, Hepatitis C screening and treatment, family planning and contraception, maternal and child health care, prevention and treatment of non-communicable disease.

Under the direct supervision of Deputy Project Coordinator (DPC) and technical supervision of Technical Coordinator (Tech Co), his /her key responsibilities are as follows.

Project clinical management

- Responsible for Training, Technical monitoring and Support/Inputs to Medical Doctors within the project. (HM 1 (Sr.TL and 3 TLs), HM 2 Sr.TL, Sr. TL (Floating), PutaO Hospital ART TL);
- Responsible for Medical Knowledge Training and Technical Support/Inputs to counselors, nurses, lab, receptionists and all clinic staffs in collaboration with their respective technical supervisors;
- Responsible for Monitoring, Evaluation and Direct Reporting of High HIV Viral Load and Expired cases to Technical Coordinator Monthly;
- Assist Technical Coordinator in monitoring of Hepatitis C program;
- Responsible for Monitoring and Evaluation and assist Technical Coordinator in implementation of Clinic flows and Project Medical Programs regularly and suggest improvements if needed;
- Collaborate with NTP and prepare for case discussion of clinically confirmed retro negative TB cases with DMO;
- Collaborate with NTP and MAM for TB Gene Xpert related matter;
- Participate regularly in consultation with Technical Coordinator to ensure that the protocols and guidelines are being compiled;
- Participate in project explorations to assess healthcare care needs when required;
- Assist in the collection, reporting and analysis of the data in the project;
- Responsible for effective infection control and sanitary surveillance in the project;
- Responsible for Technical Support to Senior Team Leader in clinic indent;

- Overall Responsible Person for staff health at field level;
- Share good clinical practices as achievements;

HR management

- Make sure proper orientation/briefing of new Sr.TL or TL;
- Conduct performance appraisal of key staffs under his/her management;
- Perform debriefings whenever necessary and relevant;

Logistic and supply chain management

- Provide inputs for improvement of supply chain management;

Financial management

- Within delegated budget amount for this position, PMC is responsible for items needed for clinic in line with MAM's internal policies and donors' requirements;
- Provide inputs for decision of TA support, cash support, referral support, etc.;

Coordination and Representation

- MAM Representative Focal Technical Person at field level in collaboration with remote health team, internal and external meetings
- Coordinate relevant stakeholders such as government counterparts, CBOs/CSOs, I/NGOs for networking and proper, effective referral;

Others

- Tasks assigned by supervisors depending on the needs of the program activities;

MAM requires:

To be successful in this role you must have:

Education	:	Medical doctor with valid SAMA;
Experience	:	Experience with Coordination, Minimum 2-3 years of professional working experiences in related fields (I/NGOs), especially in HIV/TB clinic; Experience in Harm Reduction projects would be an advantage;
Language	:	Native proficiency for Myanmar; Fluent in English (for Communication and Reporting); Communicable local language would be an advantage;
Digital literacy	:	Able to use Microsoft package (Word, Excel, PowerPoint, etc.) Experience in other program software like FUCHIA would be an advantage;
Interpersonal skills:	:	Firm, Proactive, Flexible, Open and Decisive; Able to work independently;
Specifications	:	Willing to travel to remote area under difficult circumstances using motorbike, boat, by walking, etc. whenever necessary; Able to ride motorbike and have valid licence.

MAM offers:

- Salary depending on experiences starting from **760 USD** per month (on a 12 months' basis);
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to one month of pay for untaken leave;
- Medical benefits;
- Gratuity Pay;
- Hardship Allowance (Re allocation and Food price);
- Accommodation provided for non-residents;

Application process:

Interested applicant should submit updated CV/Resume in the link below:

<https://forms.gle/WUyAYhnBSMkQRcqd9>

No need to send scans or copies of certificates or diplomas, these will be requested later.

For further information on Medical Action Myanmar, please consult our website mam.org.mm

Please note that due to the urgency of this position, applications will be reviewed on an on-going basis and the org reserves the right to initiate the recruitment process before the deadline for applications.

MAM welcomes applications from all sections of the community including people with disabilities.