



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

Medical Action Myanmar (MAM) is a medical aid 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 Basic Health Care provided by 20 clinics and 2300 Community Health Workers in remote areas. MAM employs over 1200 staff.

VACANCY FOR: Medical Doctor (Clinic Team Leader)

Reports to: Operation Coordinator/ Project Medical Coordinator
Job Location: Thanlyin Township, Yangon
Deadline for application: 24th May 2024
Starting date of position: As soon as possible
Vacancy number: VA-0038/2024

Job Purpose

Responsible to work at an integrated clinic, located at Thanlyin Township, mainly treating patients with General including fever, cough and Covid-19 suspected case, NCD, HIV/AIDS, STD, TB, Malnutrition, family planning, under 5 and pregnant mothers.

Description of the vacant position:

General Responsibilities

- Mainly responsible for taking care of all the patients especially HIV/AIDS, STI , pregnant women care including PMTCT, malnutrition, TB, and COVID case management and care of NCD and general OPD patients;
- Responsible for proper screening of infectious disease (TB, COVID) patients in accordance with MAM guideline
- To provide timely diagnosis and effective comprehensive treatment in accordance with updated national guidelines
- Organize and participate in ART team meetings, TB program management discussions together with counselors, outreach workers and nurses.
- Training of Nurses, counselors, Health Educators and Outreach Workers for HIV, ART,STI and TB as necessary.
- Participating in case discussions with other medical doctors in the management of complicated HIV, TB and other patients.
- Facilitating PLHA group discussion.
- Knows and ensures universal precautions are followed at all times and improves infection control.
- Ensures professional confidentiality is respected
- Supporting and Helping the clinic team leader for overall running of the clinic.
- Lead and work closely with counselors and outreach worker for patient care
- Ensure the adherence of the patients by overviewing the follow up management in communication with the clinic team, out-reach team and community volunteers
- Training of Nurses, counsellors, Health Educators, and Outreach Workers for HIV, ART, STD, an TB as necessary.

- Supervise clinic assistant, Nurse, Laboratory staff, counsellor, cleaner, guard, and outreach workers
- Ensure to provide medical treatment and project management at this clinic site
- Discuss actively in case discussions with the technical team and senior management team for the clinical management and program outcomes
- Responsible to do advance requests and arrange overall running cost of the clinic.
- Responsible for monthly data entry and reporting by coordination with data and the M&E team.
- To provide monthly clinic reports and other related government/donor reports accordingly.
- Close collaboration with National AIDS Program, National TB Program, and government officials.
- Represent MAM and maintain organizational core values.

HR responsibilities

- Responsible for staff's leave and duty time and other management of staff's issues.
- To monitor the performance of all the staff from the clinic as the clinic team leader.
- To discuss any issue with operation coordinator, project medical coordinator and HR office.

Financial responsibilities

- Control clinic monthly expenses and make settlement every month

Logistical responsibilities

- Responsible for clinic logistical procedures (inventory, small maintenances, transport of drugs, clinic stuffs and blood, etc) together with Yangon HIV Logistician.

Training & Development:

- Maintain professional knowledge and competence.
- Attend mandatory training days/courses, on or off site, as and when required.
- Participate in relevant training to achieve required qualifications.

Others:

- Adhere to all MAM rules and regulations, code conduct.
- Ensure all equipment is clean and well maintained.
- Carry out any other tasks that may be reasonably assigned to you.

MAM requires:

To be successful in this role you must have:

Education:	Qualified medical doctor with registration card (SAMA)
Experience:	Previous HIV/AIDS experience with a humanitarian organization (INGOs)
Language:	Myanmar, English
Computer skill:	Computer literate in MS Office Package
Specifications:	Interest and motivation to work and care for patients. Good attitude towards the patients. Motivate and Flexible to learn the new things. Ability to work independently, provide prompt and accurate data collection and reporting; Ability to work under demanding work environments. Excellent Inter-personal skills and non-judgmental attitude among the team. Familiarity with community-based approaches.

MAM offers:

- Salary depending on experiences ranging from **550 USD** per month;
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to one month of pay for untaken leave;
- Medical benefits;
- Gratuity Pay;
- Ferry Arrangement;

Application process:

Interested applicant should submit CV/Resume in the link below;

<https://forms.gle/t3B97gdWWseV7qFKA>

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 ongoing basis, and the organization 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.