



38/ B (1), Pyi Htaung Su lane,  
TharthanaYeiktha Quarter,  
Near Sayar San Road, Bahan  
Township, Yangon.  
[www.mam.org.mm](http://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: Senior Team Leader/ MD (HIV/Clinic)**

<b>Reports to:</b>	<b>Deputy Project Coordinator (HIV/Clinic)</b>
<b>Other Report to:</b>	<b>Project Medical Coordinator (HIV/Clinic)</b>
<b>Job location:</b>	<b>Putta-O (Kachin State)</b>
<b>Deadline for application:</b>	<b>7<sup>th</sup> May 2024</b>
<b>Starting date of position:</b>	<b>As soon as possible</b>
<b>Vacancy number:</b>	<b>VA-0040/2024</b>

### **Key Objectives and Responsibilities in general:**

#### **Duties and Responsibilities:**

In Putta-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. The Senior Team Leader (HIV/Clinics) works under the direct supervision of Deputy Project Coordinator and technically supported by Project Medical Coordinator (PMC-Clinic). S/he has to work closely with Operation officer, Technical unit/coordinator, M&E manager, Data Manager, Remote Health Team, etc. for his/her project activities and takes necessary support from them.

The Senior Team Leader has to work as focal person for clinic activities as per the assigned tasks and work as an acting PMC (Clinic) whenever necessary. In addition, he/she has to provide technical support and training/on job training to team members (facilitators, peer educators, outreach adherence supporters etc.) in collaboration with Technical unit.

### **Program implementation**

- Responsible for the quality consultation of the Key affected populations – KAP/KP (PWID, MSM, FSW) and patients with HIV/AIDS, not limited to OI screening and treatment, ART initiation and follow up, STD/I screening and treatment, TB screening, IPT provision, referral for MMT, Hepatitis B/C screening and Hepatitis C treatment, family planning, nutrition, etc.;
- Responsible for the quality consultation of general clients for Maternal and Child care, Pregnancy care (ANC, PNC) with appropriate referral, Hepatitis B/C-screening, Nutrition, Non-communicable disease, Family planning (including implant insertion), STD/I, TB screening, etc.;
- Responsible in patients' consultations, prescribing necessary and appropriate management in time in accordance with guidelines, protocols and standard operation procedures;
- Follow and practice the rational prescription of medicines under his/her responsibility and to be ensure the best and safe quality of patient care;
- Ensure the prompt referral of the clients as necessary;
- Participate in ART and other team meetings and provide necessary feedback and inputs for the improvement in HIV care and treatment;
- Participate actively in case discussions with Technical Coordinators, Senior Team Leaders, PMCs, for the case management of HIV, TB, Hepatitis C, etc. and Assist and provide relevant inputs to supervisors in implementation, monitoring and evaluation of medical programs within project;

- Participate in project explorations to assess healthcare care needs when required;
- Assist and responsible for effective infection control and sanitary surveillance in the project;
- Responsible for monthly medical indent calculation of the clinic with the technical input from project medical coordinator;
- Participate and able to facilitate PLHA group discussion;
- Able to provide training of Nurses, Counselors, Health Educators and Outreach Workers/Community Facilitator for HIV, ART, STD/I, TB, Hepatitis C, Harm reduction, etc. as necessary;
- Responsible for all assigned monthly data recording and reporting, with ensuring the data quality and timely submission;
- Represent MAM in the relevant meeting/workshop/event and able to coordinate and collaborate when necessary;
- Collaboration with local stakeholders/CBOs/CSOs for provision of utmost medical care and support services to beneficiaries;
- Provide inputs to DPC (HIV/Clinics) about the needs for the clinic;
- 70% of his/her time is for patient consultation for fever/cough/TB OPD, HIV/TB/STI diagnosis and treatment, family planning, maternal and child health care, prevention and treatment of non-communicable disease and general health care;
- 30% of his/her time is ensuring the proper clinic management including HR planning, supply chain management, logistic needs, infection control, etc.;
- Provide necessary feedback to Team leaders (TLs) and report to DPC and PMC for necessary action;

### **Logistics and Supply Chain management**

- Ensure continuous provision of enough stock of medicines, consumables, commodities, laboratory supplies/equipment, etc. in working closely with DPC, PMC and TLs;

### **Coordination and representation**

- TB case presentation and discussion with DMO for ATTB initiation when both PMC and TB Focal Sr.TL are on leave or not available;
- Participate in ART meeting, Linkage to care meeting, and other relevant meeting assigned or invited;
- Ensure internal communication and coordination with the related teams whenever necessary;
- Ensure external coordination with the relevant counterpart for assigned tasks.

### **Recording and Reporting**

- Ensure timely submission or sharing of relevant documents such as activity photos, success stories, etc;

### **Others**

- Able to take the assigned tasks as per the program needs.

### **MAM Requires:**

#### **To be successful in this role you must have:**

Education:	Medical doctor with valid SAMA;
Experience:	Experience with HIV/TB program , Minimum 1-2 years of professional working experiences in related fields (INGOs); 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 **650 USD** per month (on 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/oeyxa8onTgYVWVWCR9>

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](http://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.