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TharthanaYeiktha 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: **Team Leader/HA(or)**
Team Leader/Nurse (Prevention)

Reports to: Project Medical Coordinator
Job location: Putao (Kachin State)
Deadline for application: 7th May 2024
Starting date of position: As soon as possible
Vacancy number: VA-0041/2024

Description of the vacant position:

The Team Leader (Prevention) will support the implementation of HIV outreach activities, not limited to HIV prevention and care and treatment, by assisting the Project Medical Coordinator (PMC) of Putao Clinic as per below area.

Program implementation

- Perform regular field visits to hotspots of MSM and FSW to monitor outreach activities such as reaching out new and old key affected population (KAP/KP) and their partners with a defined service package, CBS testing, outreach adherence services, etc.;
- Perform regular field visits to monitor SRHR activities such as awareness sessions, commodity distribution, etc.;
- Facilitate and lead the mobile clinic and responsible for the clinical consultation of the community at hotspots or meeting places and provide necessary HIV and SRHR services, and awareness of service availability to the community;
- Facilitate the MSM and FSW group activities and support and participate in the relevant events such as Pride month, World AIDS Day, World Contraceptive Day, etc.;
- Lead the team and be proactive for providing linkage to care and treatment, linkage to SRHR/HIVSTI services, etc. to the targeted beneficiaries;
- Is responsible for regular mapping of hotspots for MSM/FSW and meeting places for SRHR activities and for sharing the updates to the supervisors on a regular basis or as necessary; • Organize regular team meeting with BCC Supervisor, Outreach workers (Health Educators) and Peers;

- Monitor the program achievement of both HIV and SRHR activities and explore the possible way forward for program improvement;
- Identify field level implementation problems/challenges and manage to solving this in discussion with team members and working closely with clinic team, inform to supervisor with proposed solution and get guidance when necessary;
- Keep abreast of the changes in the local context related to outreach activities, for instance, closing of brothels or opening of new KTVs, and share the updates to the team and supervisor;
- Participate in weekly ART meeting, monthly program and M&E meeting, and any other relevant meetings;
- Provide inputs for program direction and strategy changes;
- Monitor the safety and security conditions of coverage areas and provide inputs for outreach activities;
- Is responsible for the replacement of Clinic Team Leader upon request and responsible for clinic consultation of HIV/AIDS, STI, TB, PMTCT, Nutrition, ANC/PNC, Cervical cancer screening, Family planning including implant insertion/removal, etc.;
- Support/Assist Clinic Team Leader for overall clinic activities ensuring the smooth clinic flow whenever necessary;

Supervision and Monitoring

- Supervise his/her team members (health educators, peers) in their day-to-day activities and provide necessary support;
- Review the workplan of each team member and guide to adapt/adjust as necessary;
- Submit monthly workplan to PMC in the last week of every month;
- Check the daily recording of Confidential book, Log sheet, CBS testing record book, etc., not limited to program data but also for commodities recording;
- Update the coverage/mapping at the end of each day for the new hotspots/meeting place identified by each team member;
- Responsible for monthly supervision report, activity reports and workplan of all outreach team members and submit in a timely manner;

Recording and Reporting

- Ensure the data quality of the data (daily/weekly/monthly) collected by each team member and assure data correction in time/on time by coordinating to the data team and HIV and SRHR outreach teams;
- Assist PMC for the mass data collection/survey and lead and monitor the team for data collection;
- Prepare and submit monthly team leader report and supervision report of the month, according to the timeline;

Supply chain management

- Check the HIV prevention and SRHR commodities' stock at the field level (at hotspots) and at the individual level of HIV HE and SRHR HE team (HIV RDK, condoms, lubricant gels, contraception);
- Responsible for the smooth and timely supply of commodities in coordination with BCC Supervisor, Log Assistant, Lab Assistant, PMC;
- Provide necessary feedback regarding the supply chain management both to coordination and field level;

Financial and logistics management

- Is responsible to make an advance request for the project related activities of the team and claim the advance in a timely manner with in necessary forms and documents, and to be in line with the financial procedures and guidelines;
- Review and check the incentives to be provided, ensuring the payment is according to the standard guidelines/memo/SOP;
- Is responsible for the fuel usage of HE team, for compliance of financial and logistics procedures;

HR management

- Participate in the recruitment process of team members (HIV HE, SRHR HE);
- Perform annual/bi-annual Staff Development Review (SDR) of each team member together with respective technical supervisor/s;
- Ensure all team members to adhere all MAM rules, regulation and code of conduct;

Training and Development

- Able to provide the relevant project related trainings (new and refresher) to HIV HE and peers, SRHR HE and peers when and as necessary;
- Provide inputs in the development of communication materials for project implementation;
- Ensure attending of the relevant/mandatory training whenever required;

Advocacy, Coordination and Representation

- Is the lead for the advocacy at the community level of the assigned catchment areas for the smooth and coordinated program implementation;
- Participate in the relevant advocacy and coordination meeting at field level, state level and coordination level as necessary;
- Able to coordinate with all stakeholders (Government counterparts, IPs, Local CBOs, Local authorities, Local communities, etc.);
- Represent MAM in all relevant trainings, meetings, workshops, coordination activities, etc.;

Others

- Adhere to all MAM rules, regulations and code of conduct;
- Respect and maintain confidentiality, dignity and privacy of beneficiaries;
- Able to accept any other duties or tasks assigned by the supervisors;

MAM requires:

To be successful in this role you must have:

Education:	Community Health/Nursing or other relevant health professional degree with valid registration/License
Experience:	At least three-year experience in HIV/AIDS treatment and HIV Prevention activities for KP, especially MSM/FSW; SRHR program experience would be an advantage;
Language:	Fluent in Myanmar and English;
Computer skills:	Computer literate in MS Office Package;
Soft skills:	Non-discrimination or non-judgmental attitude towards KP and patients; Motivated to work and ability to work independently; Flexible and ability to work under demanding and challenging working environment; Able and willing to learn new things.

MAM offers:

- Salary depending on the degree and experiences ranging from **427 USD** (on a 12-month basis);
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to one month of pay for untaken leave;
- Medical benefits;
- Gratuity pay;
- Accommodation for non-residents;
- Paid home leave including travel cost and time.

Application process:

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

<https://forms.gle/78kBXJ3QfJWLq4Qk7>

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 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.