

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

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:

# **Operation Officer (Naga)**

Reports to:
Job location:
Deadline for application:
Starting date of position:
Vacancy number:

Operation Coordinator Yangon Coordination Office 10<sup>th</sup> May 2024 As soon as possible VA- 0046/2024

## Description of the vacant position;

#### Key objective of the position

- 1. The operation officer will support the implementation of CHW program (Malaria, TB, MNCH, Nutrition and Disability) by assisting the Operation Coordinator in the day-to-day management of projects, HR, logistics and data.
- 2. Operation officer facilitates coordination between Operation Coordinators, projects and other departments.

### **Program Implementation**

- Visit project sites regularly in monthly schedule to support the planning and implementation of program activities under guidance of the Operation Coordinator. Support and monitor the office administrative, logistics and financial management tasks where necessary.
- In project sites;
- Observe staff performance and interact with all teams/departments to identify challenges and provide suggestions for solutions
- Join monitoring and supervision visits to the CHW sites to coach field teams and identify areas for improvement.
- Help the project in providing CHW trainings and act as trainer when needed.
- Conduct hard-copy checks of data (malaria, TB, basic health care, AN care, PN care, nutrition).
- Follow up and manage pending issues as instructed by the Operation Coordinator.
- Follow up on implementation of revised instructions related to program management as communicated by YGN office.
- Assist the Operation Coordinator during visits to the project sites, which includes preparing and arranging meetings with the staff, taking meeting minutes.
- Support the Operation Coordinator in managing logistics by reviewing the drug supply chain to CHW sites, inspecting project medical stores and reviewing project drug request and drug consumption rates. Upon request, manage the development and printing of guidelines, protocols and other materials.
- Track the supplies and IEC/promo items for timely arrival to project sites.

• Support the Operation Coordinator and Yangon operation team in the development of MAM protocols, guidelines, and other operation, tracking and reporting documents.

### Monitoring and evaluation

- Collect and review monthly project reports with support of the Operation Coordinator and provide feedback and suggestions to the field teams. Ensure project reports are submitted in time.
- Work closely with and support the Yangon data team to cross-check data at the project level and Yangon level to ensure this is consistent and updated, for example the CHW profile.
- Create project monitoring dashboard overviews by regions and teams, updating and sharing regularly in specific timeline.
- Conduct analysis to monitor and evaluate project field activities upon request of the Operation Coordinator, NCT or Director(s). The analysis can be based on monthly project reports, observations from field visits, datasets from the Yangon data team and other information sources.

## **External reporting**

- Monitor reporting deadlines of authorities, partners and donors, and ensure timely delivery of reports by active follow up and tracking of submitted reports.
- Support the projects and the Operation Coordinator in the preparation of reports to local and central authorities such as NMCP and NTP. Also help in preparing progress reports for partners, e.g., ethnic health organizations. This can include drafting, reviewing and translating the reports.
- Support the Operation Coordinators in preparing donor reports.

## Human Resources Management

- Assist Operation Coordinator in staff recruitments in coordination with HR departments; vacancy announcements, shortlisting of candidates, planning and conducting interviews and contract preparations.
- Conduct staff orientation and training to newly recruited team leaders, project coordinators and project medical coordinators. Facilitate training of new staff with finance, logistic, HR and data departments.
- Assist Operation Team in planning, preparing and implementing central staff meetings, workshops and trainings. Upon request, facilitate and provide training sessions.
- In coordination with HR department, track the HR vacancy (plan vs actual) and prepare a boarding package for new staffs.
- Act as a technical focal person for trainings organized from MOHS and FMOs. Develop the standard written questions and personal interview package.

### **Other Tasks**

- Facilitate good communication and coordination between all departments and between the field offices and Yangon office. Support the communication with authorities and project partners.
- Maintain a proper filing system for all reports and MAM organization documents (proposals, contracts, donor reports, project databases, etc) with latest versions and ensure regular back up of data.
- Attend meetings, workshops and trainings in project level and national level, on behalf of the Yangon operation team.
- Conduct any other tasks as assigned by Operation Coordinator.

### **MAM Requires:**

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

Education:	University degree (Medical doctor preferred).
Experience:	At least 2 years of professional experience in a mid-level management role
	(preferably experience with Malaria, TB, MNCH and nutrition program).
	Familiar with HR, logistic and financial management for at least 2 years
Language:	Fluent in English language
Specifications:	Hard working, accept flexible hours and able to work independently
	Willing to travel in remote areas under difficult circumstances.

#### MAM offers:

- Salary depending on experiences starting from 492 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;
- Bus fare allowance;

#### Application process:

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

#### https://forms.gle/LpQtk4u89KXrbvFaA

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 <u>mam.org.mm</u>

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.