

- 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/LpQt4u89KXrbvFaA>

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.