

- To carry out field visit with the purpose of monitoring and evaluation as well as to maintain and strengthen relations with local level stakeholders including partner organizations and local authorities.
- To promote innovative ideas in project implementation to ensure most cost efficient and effective program results.
- To keep abreast of and navigates the conflict dynamics in target locations.
- To follow up on the monthly project reporting and support the projects regarding constrains, challenges and donor requirements
- To report to the Operations Director concerning the project progress and constraints and identify the most effective and efficient way to overcome those.
- To supervise capacity building and training of staffs as well as volunteers in line with recommended guidelines and SOPs.

Human resources management:

- To Build a strong program team and contribute to positive cross-departmental collaboration
- To support and guide the Project Coordinator and Project Medical Coordinator to ensure that the overall implementation of projects is in line with donors' expectations & organizational goals and achieve the expected results and objectives together with Operation Officer.
- To recruit necessary key manpower and supervise recruitment on project level;
- To supervise and to coach the personnel in the project (approximately 150 staff);
- To perform briefings, performance discussions and debriefings of the key project staff;
- To appraise the performance of junior staff, identifying training needs and promoting a learning environment in coordination with HR/ Administration Department.
- To optimize the use of human resources potential;
- To ensure that all project staffs are complying with government, donor and organizational policies and procedures.

Financial & logistic management:

- In coordination with the finance team, to ensure that the project budget is planned as per the project proposal.
- To monitor the project expenditure in cooperation with the financial controller;
- To identify budget difficulties and prepare for reprogramming and budge revisions;
- To ensure that budget is managed in line with the approved budget, and that transactions comply with MAM's and the donors' financial and compliance policies
- To ensure proper logistic arrangements according to donor requirements
- To prepare drug orders based on average monthly consumption and provided stock levels;
- To prepare asset orders in line with donor agreements.

Representation:

- To represent the project, establish and maintain effective relationships with key programmatic counterparts, UN agencies, partner (INGOs and LNGOs) organizations, CSOs, Ethnic Health organizations EHOs, donors and government representatives (community, Township, State/Regional as needed and National level as appointed by Operations Director).
- To support project staff in representation on local and township level;
- Ensure the entire project staff abide to the Do No Harm approach to programming at all time and is complying with MAM policies and guidelines.
- To represent MAM in donor meetings, discussions and negotiations.

Donor relations

- To participate in proposal writing;
- To participate in budgeting and output targeting;
- To facilitate donor visits;
- To deliver additional donor requests.

MAM requires:

To be successful in this role you must have:

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| Education | : | Medical Doctor preferred (Master degree in relevant field will be an asset) |
| Experience | : | Experience in operation management and overseeing a large number of staff for at least 5 years. Experience in HR management, logistic and financial management for at least 2- 3 years. Experience with donor reporting and representation. |

Language : Fluent in English, both spoken and writing.
Specifications : Willing to travel in remote areas under difficult circumstances. Hard working and flexible with regards to working time.

MAM offers:

- Salary depending on qualifications and experiences **starting from 870 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;
- Yangon Bus fare allowance

Application process:

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

<https://forms.gle/JGyG8wedwe7HT2qu8>

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