

VACANCY ANNOUNCEMENT

The Union Office in Myanmar is seeking applications from dynamic and highly motivated Myanmar nationals for the following vacant position.

Title	:	Clinic Associate
Duty Station	:	Mandalay, Myingyan
No. of Position	:	Two (2) Positions
Type of Contract	:	Consultant
Duration	:	Till end of December 2025 (Extendable)
Department	:	TB Programme
Reports to	:	Programme Manager
Closing date	:	2nd July 2025
Estimated Monthly Gross Initial Salary	:	Around 1,800,000 MMK

BACKGROUND

International Union Against Tuberculosis and Lung Disease - The Union is an International Non-profit Organization based in Paris, France. The Mission of The Union is to end suffering due to tuberculosis and lung diseases, old and new, by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no one is left behind, people are treated equally, and we have a focus on vulnerable and marginalised populations and communities. The Vision of The Union is a healthier world for all, free of tuberculosis and lung disease.

In Myanmar, The Union provides technical support to various stakeholders, partner organisations and institutions in the health sector, with a focus on TB and HIV and has strengthened the local capacity to deliver high-quality services. Key programmes include an Integrated HIV Care (IHC) Programme for People Living with HIV/AIDS, which has been supported by key donor agencies since 2005 to provide outpatient services and prevention activities to People Living with HIV (PLHIV) in 16 ART centres and 36 Decentralized sites in 38 townships in Myanmar. In addition, The Union's Tuberculosis Programmes including community-based TB case finding activities in 13 townships in Upper Myanmar and as of 2015 DR-TB Care, which addresses drug-resistant TB at the community level in 27 townships in Myanmar.

Programmes run by The Union are expected to continue indefinitely and are approved until December 2025. Due to increasing national demands in the current environment in Myanmar, The Union is looking for an experienced and committed person to fill the position of **Clinic Associate**.

GENERAL MISSION

The Clinic Associate for Comprehensive TB care will deliver the following duties and responsibilities under the direct supervision of the Programme Manager for Comprehensive TB care, technical and programmatic support from the Deputy Programme Director of TB programme:

DUTIES AND RESPONSIBILITIES

Clinic Activities

- To assist Medical Officers in Clinic activities for patient care and treatment
- Responsible to check and provide right item with right dosage form in right quantity to right

person according to prescription

- To provide information and instruction to patients on prescription medication for storage, dosage and timing
- To ensure patients understand how to take the prescribed medicines and to make sure the patients follow the prescription, dosage and timing
- To identify patient's drug-related problems and effectively communicate with Medical Officers, other healthcare/medical staffs and community helpers

Pharmacy

- Working together with Medical Officers, Project Officer and PSM colleagues for ordering process to ensure timely arrival of pharmaceutical items
- To check and store the supplies according to the storage requirements, manufactures' direction in accordance with The Union's SOP
- To ensure stores and equipment are being well maintained; and the supplies are stored safely, securely and properly
- To conduct stock verification process with medical officers or PSM colleagues quarterly
- To monitor the stock level in order to prevent expiry and shortage
- To examine and segregate non-usable or expired supplies for return process

Recording and Reporting

- To record required information for each dispensing process
- To record stock card and stock ledger in order to be update
- To prepare and submit monthly/quarterly reports of all kinds as per the program's requirements timely
- To keep required documents for stock reception, stock transaction and dispensing process according to The Union's SOP

Data recording

- Transcribe information of Program data from paper-based records into electronic records and database(s)
- Ensure the quality of the data entered: accuracy, reliability, timeliness, validity, relevance, completeness, confidentiality
- Co-ordinate with team members to ensure the consistency of data fed into the database
- Systematic storing and keeping of files including both paper-based records and electronic database(s)
- Link the data for effective referral and feedback mechanism between various facilities (HIV and TB programs)

Reporting

- To prepare and submit monthly/quarterly stock reports: Medicines, IEC materials and M&E documentations)
- To assist the Medical Officers in preparation of other necessary reports

Logistics and Operation

- To organize and facilitate for laboratory services for necessary patients
- To assist Medical Officer in receiving the medicines and health products

- To facilitate the renovation of OPD and procurement of the furniture, fixtures, and other necessary items of the OPD
- To conduct the Physical Verification of Assets to ensure the efficient utilization and well-maintenance
- To facilitate the coordination meeting as necessary

Supervision

- To supervise the activities of community helpers at clinic for their activities and supports

ELIGIBILITY CRITERIA

- Bachelor of Nursing Sciences (B.N.Sc), Bachelor degree (Community Health)
- At least 2 years of work experience in the related field
- Good negotiation skills to communicate with the community-based organizations and between programs in the organization
- Good command in both written and spoken English
- Computer literacy specifically in Microsoft Office (Excel, Word, Power-point, Outlook, Access)
- Ability to generate reports, budgets, logistic and other documents in English
- Utmost respect for confidentiality, particularly regarding patient information and sensitive program related discussions
- Display of personal integrity, honesty, and a positive mindset in all professional interactions.
- Unwavering COMMITMENT to neutrality and integrity in alignment with The Union's Code of Conduct.
- Alignment with The Union's Mission and Values, showcasing a shared commitment to the organization's overarching goals: [Link to Mission & Values](#)

Application:

Please send your application letter and CV (with THREE contacts for Reference Check), to hr.myanmar@theunion.org .

(Educational Certificates and supporting documents are not required at this stage of the application process.)

The Union Office in Myanmar

Ma-10, 64th Street, between 101st*102nd Streets, Chan Mya Thar Zi Township, Mandalay, Myanmar
(According to the large number of applications received, only shortlisted candidates will be notified for the interview.)

Note:

- While applying please mention the job title in the subject column of your email.
- Applications submitted after the deadline will not be reviewed.
- The Union in Myanmar is a Tobacco-free environment.

The Union has a zero-tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all employees are required to adhere to the Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with and adherence to the Code of Conduct is an essential requirement of all staff.

Disclaimer: The Union does not charge a fee throughout its recruitment process.