MYANMAR COUNCIL OF CHURCHES

VACANCY ANNOUNCEMENT

(FOR MYANMAR NATIONAL ONLY)

The Myanmar Council of Churches (MCC) is registered as a religious organization and Ecclesiastical national ecumenical fellowship of various denominational Churches. MCC is dedicated to fighting malaria in Myanmar through a community-based approach. Since 2002, the Community-Based Malaria Prevention and Control Project (CBMPCP) has empowered volunteers to test, treat, and track malaria cases in remote villages across Chin, Kachin, and Sagaing regions.

MCC-Malaria Project is currently inviting motivated and talented individuals to apply for Field Medical Coordinator position based in Falam, Chin State. Kindly see the detailed information below.

DETAILED INFORMATION

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JOB SUMMARY

The Field Medical Coordinator (FMC) plays a crucial role in driving the successful implementation of the C-BIME Project in assigned townships. Working under the direct supervision of the Regional Medical Coordinator (RMC), the FMC oversees all aspects of project activities, ensuring they align with budget, target outputs, and technical standards. This role requires strong leadership, organizational, communication, and technical skills, coupled with a commitment to working in remote and challenging environments.

DUTIES AND RESPONSIBILITIES

1. Project Management
   - Planning and Implementation:
     - Participate actively in project design, planning, and implementation.
     - Conduct community outreach and advocacy for the project at village, township, district, and state levels.
     - Develop monthly, quarterly, and annual work plans for assigned townships in collaboration with the Township Activity Managers (TAMs).
     - Oversee and manage project execution, ensuring adherence to technical quality standards, budget allocations, and timelines.
     - Conduct regular monitoring and evaluation (M&E) using effective systems to track progress and achieve desired impact.
     - Ensure project implementation aligns with relevant MCC technical guidelines and Standard Operating Procedures (SOPs).
     - Maintain and update project documents, including work plans, output trackers, and progress reports.
- **Quality Control:**
  - Assess the efficiency and effectiveness of project activities and resource utilization.
  - Conduct regular field visits to provide technical guidance and monitor progress.
  - Capture and document lessons learned for continuous improvement.
  - Ensure data quality and conduct regular analyses of the malaria situation in assigned townships.
  - Identify and address gaps and opportunities, providing feedback to the RMC.

2. **Team Management:**
   - **Leadership and Supervision:**
     - Participate in the recruitment of TAMs.
     - Supervise TAMs and Integrated Community Malaria Volunteers (ICMVs).
     - Ensure team members understand and fulfill their roles and responsibilities.
     - Foster a positive and collaborative work environment.
     - Conduct regular performance appraisals and career development activities.
     - Address and manage team conflicts constructively.

3. **Logistics and Administration:**
   - Manage the distribution and inventory of health and non-health supplies.
   - Prepare accurate monthly budget forecasts and manage project finances.
   - Ensure proper documentation and filing of project records and reports.
   - Implement MCC's code of conduct and SOPs within the team.

4. **Communication and Collaboration:**
   - Represent the organization in assigned districts and townships.
   - Build strong relationships with relevant stakeholders, including government health departments, implementing partners, and community leaders.
   - Communicate sensitively and respectfully with project beneficiaries.
   - Collaborate effectively with donors, partners, and other organizations.
   - Provide timely and informative updates to supervisors and team members.
   - Prepare internal project reports with accurate technical information.

**ESSENTIAL SKILLS**

1. **Knowledge and Experience**
   - Bachelor’s or Master’s degree in health-related field (e.g., MBBS, BCom.H, MPH)
   - Retired health assistants are also applicable.
   - Minimum one year of experience in monitoring, supervision, and staff/volunteer management.
   - Prior experience in malaria prevention, control, and elimination is highly preferred.
   - Excellent written and verbal communication skills in Burmese and English. Local language proficiency (Chin and/or Kachin) is a significant advantage.

2. **Personal Specification**
   - Strong organizational, time management, and problem-solving skills.
   - Ability to work independently, proactively, and under pressure, while also being a team player.
   - Proficiency in basic data management, Microsoft Office Suite, and communication tools.
   - Willingness and adaptability to work in remote and challenging environments with frequent travel.
   - Preference for local residence in Chin State.
   - Commitment to at least one year of service.
   - Dedication to working without discrimination based on gender, race, or religion.

**Benefits:**
- Competitive salary and benefits package.
- Opportunity to work in a dynamic and purpose-driven environment.
- Make a real difference in the fight against malaria.
- Work with a collaborative and supportive team.
**PROTECTION FROM SEXUAL ABUSE AND EXPLOITATION (PSEA)**

The Myanmar Council of Churches (MCC) has a zero-tolerance policy for Sexual Exploitation and Abuse (SEA). We are committed to providing a safe and secure environment for all our beneficiaries. All staff are required to uphold our Code of Conduct, which enshrines PSEA principles, both on and off duty. Familiarization with and adherence to this code, along with mandatory training, are essential requirements for all staff.

**APPLICATION INSTRUCTIONS**

All interested candidates who met with the qualifications are requested to submit the applications in English and the applications must include:

- A cover letter expressing the motivation to work for the specific position
- A curriculum vitae of not more than 3 pages
- Contact details of 3 references

The applications should be submitted to

Myanmar Council of Churches – Community Based Malaria Prevention and Control Project
No. 601, Pyay Road, University P.O., 11041, Kamayut Township, Yangon, Myanmar

or

Apply Online Here

Your application must be titled **FMC-Falam** that you wish to apply and submitted no later than **11th Mar, 2024 (by 5:00 pm)**. Only shortlisted candidates will be contacted.

**Remarks:**

- Please disclose any blood/marriage relationships with existing MCC employees in your application.
- Applications missing the required title, location, or disclosure of relationships will not be considered.
- We are an equal opportunity employer and value diversity at our organization. We do not discriminate on the basis of race, religion, color, gender, sexual orientation, age, marital status, and disability status.