VACANCY ANNOUNCEMENT
FIELD COORDINATOR – KACHIN

ORGANISATION BACKGROUND
Médecins du Monde (MdM) is an international humanitarian organization whose mission is to provide medical care for the most vulnerable populations, the world over, including France. It seeks to stimulate voluntary commitment from doctors, other health care providers, and from those whose expertise in other fields is needed for its activities, to enlist all competent support required for the achievement of its projects, and to seek at all times to encourage close working relationships with populations in its care.

MdM has been operating in Myanmar since 1994. Its main programme delivers comprehensive Harm Reduction and HIV/AIDS prevention and care, focusing on key populations – People who Use Drugs (in Kachin State), and Female Sex Workers and LGBTQI+ (in Yangon).
In Kachin, MdM’s programs are implemented in 2 main sites (Moegaung and Hopin/Mohnyin). Activities include health education in outreach, needles and syringe exchange programme, methadone substitution programme, counselling and HIV testing, and medical care for People living with HIV (STI, opportunistic infections, Tuberculosis and ARV).

In Yangon, MdM is implementing harm reduction (sex work) and Sexual and Reproductive Health and Rights (SRHR) programs for sex workers, LGBTQI+, and people living with HIV, with broad community partnership approaches. Current and future strategy focuses on supporting local civil society and health system in scaling up and provision of health services.

i. Hierarchical & Functional links

The Field Coordinator reports directly to the General Coordinator. S/he works in close coordination with support services coordinators and various technical coordinators.

The Field Coordinator, in close collaboration with the General Coordinator, is responsible for the implementation of MdM strategy in Kachin.

The Field Coordinator is responsible for coordinating, consolidating, and ensuring smooth implementation of program and operations’ activities and adherence to logistic, human resource, administration, and security procedures of MdM Kachin Projects, currently implemented in 2 operational sites.

The Field Coordinator is the direct line manager of Admin Manager, Logistic Manager and MeL Manager based in Myitkyina. He/she is also the direct line manager of two (2) Base managers of MdM implementation sites (Moegaung and Mohnyin).

ii. Tasks and Responsibilities

Essential Duties

In close collaboration with the General Coordinator
• To ensure effective security management in Kachin and contribute to the regular security guidelines and risk analysis updates
• To coordinate and supervise the implementation of the overall MdM activities in Kachin (currently a Harm Reduction Program in Moegaung and Mohnyin)
• To supervise and participate in the management of the overall MdM Kachin team and ensure their professional development.
• To ensure that the Kachin Teams comply with Administrative, Human Resources (HR), financial and Logistics procedures;
• To supervise, monitor, analyse programme outcomes on a regular basis;
• To contribute to programs strategic plans and reviews in line with MdM policies and priorities;
• To ensure quality of the programme through regular supervision and support visits
• To provide critical inputs to the overall harm reduction programmes in Myanmar;
• To coordinate, build network and represent the organisation to relevant internal and external stakeholders, including donor agencies;
• To contribute to regular internal and external reports;

Responsibilities

PROGRAMME COORDINATION
• He/she is in charge of the planning, implementation, monitoring and evaluation of the MdM programme in Kachin State. He/she will supervise the overall implementation against contracted outputs and outcomes and ensure that MdM and donor audits recommendations are carefully followed and implemented.
• He/she ensures the compliance of the harm reduction program activities with MdM strategy, principles and guidelines, in coordination with the Deputy GenCo, Program In charge and technical coordinators in Yangon.
• He/she ensures good coordination between the logistics, administrative and programme departments in Kachin, for a smooth implementation of all activities.
• He/she is part of the extended country coordination team, and as such, plays an active role in the MdM Myanmar strategy and programme design, in implementing management procedures and decisions, and in relaying national coordination decisions and information to Kachin team.

HUMAN RESOURCES AND TEAM MANAGEMENT
• He/she line manage the Admin Manager , who receives technical support from the Finance & HR Coordinator in Yangon to ensure compliance with donor procedures and the national administrative and legal regulations. Admin manager oversees Finance and HR departments in Kachin.
• He/she defines the general organisation of the intervention sites and teams, manages and supervises the Kachin Coordination Team and ultimately takes final management decisions for Kachin staff.
• He/she ensures smooth communication between team members (newcomers’ integration, debriefing, etc.) and ensures that all staff benefit from clear and measurable objectives and development plans.
• He/she ensures that MdM is compliant with all HR guidelines in coordination with HR Coordinator in Yangon.
• He/she makes sure that MdM Myanmar guidelines and procedures are in line with MdM France and are updated regularly with the HR Coordinator.
• He/she ensure the appraisal of his direct team according the HR policy ( annual or at end of contract).

LOGISTICS SUPERVISION

Through the Logistics Manager:
• Ensure appropriate procurement processes in Kachin, so that it complies with donor and MdM regulations.
• Ensure high quality supply chain and asset management, so that programme needs are met in compliance with donor and MdM regulations.
• Guarantees, fleet management processes in Kachin comply with donor and MdM security rules.
• Ensure that all program items are properly handled at the end of the program whether through donations or transfer.

ADMINISTRATIVE AND FINANCE SUPERVISION

• He/she is responsible to manage to overall budgets which includes also transparency of fund use and all programmatic expenditure.
• He/she gives his/her approval for expenses, based on donor procedures and MdM internal guidelines.
• In collaboration with senior team members of Kachin, the Field Coordinator has to develop the new budget proposals for donors, preparation of annual budgets and monthly budget follow up analysis.
• He/she oversees compliance with and respect for agreements and contracts and transparency of fund use in programmatic expenditure.

RELATIONS WITH GOVERNMENT, DONORS AND OTHER STAKEHOLDERS

• He/she represents MdM in Kachin State and works in close coordination with senior national staff and coordinators to ensure consistent and relevant MdM representation.
• He/she carries out frequent representation activities (participation in meetings, networking, supervision of advocacy activities led by local staff, etc.) to build and maintain a supportive environment for MdM programmes in Kachin, in close collaboration with the Advocacy and Communication Advisor in Yangon.
• He/she represents MdM with local donors and plays a lead role in organising donor visits in Kachin.
• He/she ensures a quality partnership with relevant organizations engaged in harm reduction activities and local authorities.

SAFETY AND SECURITY MANAGEMENT

• He/she is responsible for the safety and security of MdM team member, sites and goods in Kachin State. Kachin is an area of a protracted crisis including IDPs camps, regular security incidents between armed forces, regular landslides and potential floods.
• He/she is responsible to ensure the safety and wellbeing of MdM teams in a context where staff involved in Harm Reduction activities can be subject to harassment by local authorities.
• He/she regularly conducts analysis of the context and security conditions, with a view to shape and adapt safety and security rules with the approval of the General Coordinator.
• He/she ensures the implementation of security rules and procedures, including providing briefings about safety and security when required.

REPORTING and COMMUNICATION

• He/she is responsible for regular reporting on the MdM activities implemented in Kachin state to his/her line manager; he/she ensures that all Kachin sites submit reports in a timely and qualified manner.
• He/she supervises the drafting of donor reports for activities implemented in Kachin, and of narrative, financial, intermediary and final reports, makes sure that they are written in line with donor requirements.
• He/she relays relevant information from Myanmar Coordination Team to Kachin teams and vice versa, organises consultations and provides feedback when required.

This list of activities is not exhaustive and may change depending on the situation. The line manager may request for additional relevant tasks to participate based on Kachin program needs.

iii. Qualifications and Experiences

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<th>Education (Essential)</th>
<th>• A University degree in management, social science, development studies, project management or other relevant fields</th>
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| Professional Experience | • At least Five (5) years’ project management experience in development/humanitarian context  
|                        | • Previous experience in HIV/harm Reduction related interventions and, donor relations (Global Fund) would be an asset.  
|                        | • Good understanding of project Cycle Management, management tools, M&E mechanisms, and partnership management. Experience in partnership development with local authorities, CBOs  
|                        | • Demonstrated experience in managing Support departments (Finance, Logistics & HR) Experience of representation and ability to represent MdM effectively in external forums.  
|                        | • Experience in security management at field level.  
|                        | • Demonstrated ability to write and edit reports. |
| Personal Skills | • Able to work independently with minimum supervision, able to stay focused, Solution-oriented and structured  
|                        | • Strong problem solving and organisational skills  
|                        | • Ability to classify and to manage priorities  
|                        | • Excellent Communication, Listening and diplomacy skills  
|                        | • Good strong leadership skills and a supportive management style  
|                        | • Strategic vision  
|                        | • Strong coordination skills  
|                        | • Behavioural flexibility, adaptability to difficult conditions and tolerance to stress |
| Language Skills | • Fluent (written and spoken) in English and local language |
| Other Skills/Knowledge Required | • Good computer skill especially MS Office (word, excel, outlook) |
MdM SALARY RANGE AND SOCIAL BENEFITS:
Salary Range: 4,359,737 MMK – 4,621,321 MMK
Social and other benefits: MdM medical benefits, 13 months bonus, severance payment, public holidays, leave benefits (annual leave, sick leave, maternity leave, paternity leave, family leave, casual leave), seniority payment, Travel and Food allowance, Monthly phone top up allowance.

APPLICATION PROCESS:
If interested, please submit your cover letter and CV quoting “Field Coordinator” as the subject matter to email recruitment.yangon@medecinsdumonde.net  OR
MdM Country Coordination Office, Yangon
House No (53/A1), Thiri Mingalar Street 2, Ward 8, Kamayut Township, Yangon, Myanmar.
By 5pm on 15th March 2024.

“Applicants should submit their CV via email and are encouraged to apply as soon as possible, as interviews will be conducted on a rolling basis.”

Only shortlisted candidates will be contacted.

Our objective is to create an inclusive workforce that is reflective of the populations we support; we strongly encourage applications from those who are marginalized and considered as vulnerable groups.