



Vacancy Announcement

- Job Title** : Harm Reduction Officer
- No. of Vacancy** : 1 Post
- Date of Announcement** : 4th March, 2025
- Closing date of Application** : 31st March, 2025
- Duration of initial contract** : 1 year (Including 3-month probation & with possible extension)
- Report to** : Area Coordinator
- Duty Station** : Momauk

The Substance Abuse Research Association (SARA) is a registered local NGO in Myanmar and was founded in June, 1999 with the following Mission and Objectives.

Mission statement: Substance Abuse Research Association's (SARA) mission is to conduct research related to drug abuse and incorporate the findings into national drug policy, programs and services.

Objectives of Substance Abuse Research Association:

- (1) To conduct research related to drug abuse and to incorporate the findings into National Drug Policy and conduct yearly evidence-based drug abuse programs.
- (2) To enhance the recovery of people who use drugs and to enable them to return into mainstream Myanmar society through conducting evidence-based quality services, and to reduce the burden of drug use on the community.
- (3) To work in close collaboration with relevant Government Departments and Organizations so that drug use prevention and treatment services become more effective.
- (4) To ensure sustainability of drug use services with the aim of continuous services.

The Substance Abuse Research Association (SARA) is looking for highly motivated and dedicated individuals who are eager to work together with SARA members in her fight to reduce harms associated with drug use. SARA is currently implementing harm reduction and drug use prevention projects in Kachin State and Sagaing Region.

Yangon Project Office No (131/132), Room No (202), 2nd Floor, Gandamar Residence, Gandamar Road, 8th Ward, Mayangone Township, Yangon, Myanmar.

Phone : 09-73040097, 09-250971469, 09-252189338

www.saracentralmm.org

Email : sara.ygn.aa@gmail.com

Facebook : www.facebook.com/groups/SARA.Myanmar/?ref=bookmarks



Duties & Responsibilities

- ❖ Responsible for all project interventions (i.e. primary health care, drug use prevention and integrated harm reduction services such as SRHR, Malaria, Mental Health).
- ❖ Responsible for the implementation of project activities, running the drop in centers in collaboration with respective counterparts (Government Hospital, GAD, CDAC, etc.) and project teams for timely implementation and reporting on project progress.
- ❖ Coordinate and advocate with various stakeholders such as partner organizations, NGO/INGO, government departments, drug users and community at village level in Project Township.
- ❖ Responsible for submitting a monthly progress report to the Yangon Head Office through the Coordination Unit pursuant to the reporting timelines.
- ❖ Timely reporting to DMO, TMO on quarterly and/or monthly basic.
- ❖ Facilitate all project related activities such as organizing meetings, training at all different levels.
- ❖ Mobilize the community in sustainable preventive efforts of HIV/AIDS and Drug Abuse via advocacy and community engagement.
- ❖ Responsible for the financial and administrative management of the drop-in center (DIC).
- ❖ Responsible for planning the program expenditure in relation to allocated budget and in line with SARA Finance/Logistics procedures.
- ❖ Supervise and support outreach team on management of outreach and day/night mobile activities.
- ❖ Provide medical health care for drug users and their family members coming to receive service at the DIC clinic and mobile clinic at village.
- ❖ Provide technical support to all DIC and field staff including peer and volunteer as necessary.
- ❖ Provide BHC for clients & their family members.
- ❖ Monitor inventories and medical stock regularly.
- ❖ Ensure Outreach team and Peer Educator are providing Health Education based on HE modules set up by Yangon Program team.
- ❖ Responsible for overall management of the sub unit.
- ❖ Responsible for taking administrative tasks and other duties assigned by Supervisor, SARA EC and funding agency to assist for overall management and coordination where and whenever necessary.

Skills and Requirements

- ❖ Must have M.B.B.S Degree and appropriate license to practice.
- ❖ At least 2 - year experience in the field of the Public Health especially HIV/AIDS.

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- ❖ Working experience in the INGOs, NGOs, CBOs is preferable.
- ❖ Have sound knowledge and experience in Public Health activities.
- ❖ Good communication and interpersonal skills.
- ❖ Project Management and Administration skills is a must.

Working Condition

Working Days: Monday to Friday, 8:00 AM to 4:30 PM

Travel

The Harm Reduction Officer is expected to travel to Project Sites and other townships as and when required. The duration of travel will vary from 3 to 10 days in general.

How to Apply

Interested candidates who meet the above requirements are required to submit a Cover Letter, a comprehensive CV via e-mail only to sara.ygn.aa@gmail.com not later than 31st March 2025.

Additional Considerations:

- ❖ Please note that the closing time is 4:00 PM (Myanmar Standard Time).
- ❖ Earlier application is encouraged to every interested person. Position will be filled up soon after receiving the potential application.
- ❖ The existing staff of SARA is encouraged to apply.
- ❖ Only short-listed applicants will be informed of the date of Selection Interview.

Please do not send electronic scans of degrees, diplomas, certificates and the application must contain a phone number, email address, recent passport size photo and a statement of expected salary and two Referees: preferably, one from the current/ last worked organization and one from an individual who can attest to the applicant's technical expertise.

SARA is Equal opportunity employer for all applicants, and complies with applicable laws relating to employment practices.

SARA considers on the basis of merit without regard to age, sex (including gender identity or expression), sexual orientation, marital status, religion, race, color, national origin, disability or any other protected characteristics.

SARA has zero tolerance towards Sexual Exploitation, Harassment, Abuse, and any other types of abusive conduct.

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