



Best Shelter

JOB VACANCY BS/YGN/25/005

Date: 21 May 2025

Organizational Profile

Best Shelter is a non-political, non-profitable, local NGO of individual professionals and peers aimed to provide Health promotion services for people who use/inject drugs, their (sexual) partners, community, youths and other vulnerable populations in hard to reach and conflict areas in Myanmar and to create an enabling and supporting environment through advocacy, capacity building and service provision.

Best Shelter is looking for a highly motivated and reliable individual who is keen to be part of an active team/organization that delivers wide range of services to improve the health of most vulnerable persons to fill in the following position for its activities in Myanmar.

Contract Starting Date : **As soon as possible**
Closing Date for application : **4 Jun 2025**

Position : **Nurse-Counsellor**
Location : **Waingmaw, Kachin State**

Personal and Professional Requirements

- Diploma in Nursing or Nursing Degree;
- 1-2 years working experience in related field;
- Fluent in Myanmar and local language, both written and spoken;
- Excellent communication and networking (interpersonal) skills;
- Willingness to work with drug users and their families;
- Some understanding of drug and HIV situation in Myanmar/Kachin area;
- Keen interest in contributing to HIV/AIDS responses in Myanmar;
- Computer skill in office applications;

Main Responsibilities

- To get blood testing and Covid-19 Ag testing related technical support from Nurse-in-charge or Lab technician;
- Maintain the high quality of the mobile testing services;
- To perform laboratory HIV testing and Covid-19 Ag testing as written in the laboratory protocols manual at mobile setting;
- To maintain laboratory equipment in a clean and operable condition;

- Ensure there are sufficient HIV Test kits, Covid-19 Ag Test kits, PPE and consumable materials to enable to function efficiently;
- To follow universal precaution, sensible health and safety procedures, including the use of appropriate protective materials, the safe handling of specimens, and the safe disposal of specimens and laboratory waste;
- To perform other laboratory related tasks when required, e.g., phlebotomy;
- To maintain register books for HIV testing and Covid-19 Ag testing to record the receipt and results of specimens;
- To perform monthly external quality control as written in the Laboratory HIV QC protocol;
- To keep good communication with other team members;
- To make appropriate referrals for the clients who need medical care and other services;
- To make linkage with Community Prevention workers for Mobile HTS activities, Covid-19 community based home based care activities and follow up activities;
- To inform mobile schedule to Community Prevention Worker in advance;
- To schedule mobile schedule plan together with Outreach after consulting with CPWs;
- Responsible person for cash holding and making finance clearance with AFA as per guidance;
- Active participation in case holding of TB clients, ART clients for regular follow up and Covid-19 clients for community-based home base care activities, regular follow up and referral for severely ill clients;
- To closely remind the CPWs for PHA clients for ART referral;
- To monitor and remind the CPWs for Covid-19 clients for community-based home base care activities, regular follow up and referral for severely ill clients;
- Liaison with the Medical Coordinator for teleconsultation for the clients who needs teleconsultation;
- Responsible to communicate with the CSOs, FBOs and other LNGOs for the community-based home-based care activities and Oxygen corners;
- Responsible to manage the Oxygen corners and ensure the effectively usage, disinfecting and maintenance of the Oxygen concentrators and generators;
- Dispensing ARV drugs and assisting in the prevention and management of Opportunistic Infections (OIs) in People Living with HIV (PLHIV) in mobile setting;
- Maintain confidentiality of ART clients and keep their files safely.
- Assist Nurse In-Charge in medical dispensation and day-to-day clinic tasks at KPSC clinic;

Counselling Tasks

- To get counselling related technical support from Counselling officer;
- To raise awareness and possible behaviour change on drug use, drug addiction and risk behaviours (HIV, TB, Hep B, overdose, vein care....);
- To prepare clients for HIV testing so as to ensure proper informed consent;
- To give the result of the test to the client while systematically providing him/her with post-test counselling;
- To refer actively all clients of the HIV Testing and Counselling Service (HTS) that have tested positive to appropriate referral services;

- To prepare and carry out counselling sessions for PHA clients awaiting HAART and/or TB treatment;
- To conduct initial psychosocial assessment/counselling for clients to start ART, or/and TB treatment;
- To explain the treatment, potential side effects, benefits and complications of ART, and/or TB treatment before initiating;
- To promote adherence of the clients to their ART and TB treatments and to explore and help with any evident adherence problems in follow up counselling/visits;
- To identify and alert the Medical Coordinator responsible of any medical complications faced by the clients;
- To give therapeutic education, mental health, supportive and/or follow up counselling to clients (and family members/caretakers) on MMT, HIV, ART, TB, Hep B, Family Planning and palliative care as required;
- To execute of all types of counselling sessions in close cooperation with Medical Coordinator, Treatment Facilitators and the concerned Outreach Workers and DIC clinic team;
- To assist in educating staff and community in AHRN-BS services;
- To participate in sensitization and community awareness programs;
- To participate proactively in internal and external meetings, case discussions and training whenever required;
- To ensure client confidentiality is respected;

Documentation and reporting

- To register all relevant data in the appropriate registration books;
- To provide regular reports about counselling activities to counselling officer or/and Project Manager;
- To assist various tasks like interpretation (i.e., Myanmar to Loal Language/English or vice versa), arranging/compiling relevant data, data analysis and periodical reports etc;

Record keeping and Medical Supplies

- To record the consumption of test kits and other related items and check all the received items and proper documentation;
- Regular check for nearly expiry or overstock or shortage or stock out of test kits and other related supplies;
- To prepare and request monthly and quarterly medical items
- To conduct the physical stock count of Test kits and other related items periodically;
- To keep the test kits and other medical supplies according to the storage guidelines;

What we offer

Best Shelter offers competitive salary and benefit package including COLA (cost of living allowance)/ annual increment, medical benefit, accommodation for non-local recruits, annual home visit, etc.

How to apply

Please mention the applied position in email subject line and send a cover letter and CV listing two referees and their contact details to Human Resources Department through jobs@ahrnmyanmar.org (OR) mail by post to: **Human Resources Team, Best Shelter** and send the application to:

AHRN Yangon Office : No.125 (B5+B6), Bo Saw Aung Street, 8 Mile, Mayangone Township, Yangon.

AHRN Waingmaw Office : No.95, Ward-2, Waingmaw Township, Kachin State.

Additional information: -

- Only short-listed candidates will be contacted for a personal interview.
- Please do not send original documents as it will not be returned.

Best Shelter has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. Best Shelter expects full commitment of its employees with Best Shelter Code of Conduct including PSEA policy.