



## **Vacancy Announcement**

**Job Title** : **Project Officer**

**No. of Vacancy** : **1 Post**

**Date of Announcement** : **21<sup>st</sup> June, 2024**

**Closing date of Application** : **5<sup>th</sup> July, 2024**

**Duration of initial contract** : **1 year (Including 3-month probation & with possible extension)**

**Report to** : **Area Coordinator**

**Duty Station** : **Myitkyina**

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), 2<sup>nd</sup> Floor, Gandamar Residence, Gandamar Road, 8<sup>th</sup> Ward, Mayangone Township, Yangon, Myanmar.

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

[www.saracentralmm.org](http://www.saracentralmm.org)

Email : [sara.ygn.aa@gmail.com](mailto:sara.ygn.aa@gmail.com)

Facebook : [www.facebook.com/groups/SARA.Myanmar/?ref=bookmarks](https://www.facebook.com/groups/SARA.Myanmar/?ref=bookmarks)



## **Duties & Responsibilities**

### **Program Tasks**

- ❖ To assist Area Coordinator and provide support in all Programmatic, Administrative, Logistics and Financial matters.
- ❖ To organize and facilitate different levels of training for field staff: staff orientation, capacity building and refresher training.
- ❖ To provide endorsements or approval in place of Area Coordinator when he/she is on official leave or when he/she gives permission (in case of emergency situation only).
- ❖ To take administrative tasks and other duties assigned by SARA EC and funding agency to assist for overall management and coordination as necessary.

### **Health for All (HFA) Tasks**

#### **1. Operationalize HFA integrations into health programme:**

- ❖ To develop annual HFA activity budgets for work plans.
- ❖ To mainstream best HFA practices into the full range of programme activities (from planning, policy to operations).
- ❖ To facilitate the establishment of township level HFA mechanisms in a supportive manner.
- ❖ To actively take part in the Organizational Development activities.

#### **2. Partnership on HFA: Coordination and engagement with relevant stakeholders**

- ❖ To write biannual donor reports, analyses findings and provide recommendations.
- ❖ To ensure easy community access to HFA reports and data and support in a wide range of distribution.

#### **3. Capacity building and training for staff (including partner staff)**

- ❖ To ensure training curricula, guidelines and HFA related tools are culturally appropriate and technically sound.
- ❖ To facilitate HFA related training, workshops and forums effectively.
- ❖ To improve the capacity of staff to participate in HFA implementation. Place an emphasis on skill-building, monitoring of implementation, providing access to civil society, including voices of especially vulnerable population in Community Feedback Mechanism.

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- ❖ To ensure staff are trained in accordance with the organization's HFA commitments and coach them in their understanding and application of HFA standards, principles and practices.

#### 4. Monitoring and Evaluation the HFA commitments

- ❖ With the M & E team, oversee HFA interventions; monitor the activities under the HFA lens and analyses processes to measure progress and achievements.
- ❖ To facilitate the equity analysis and evaluation of social determinants of health and approaches to address barriers preventing access to health care.

#### 5. Technical Assistance, Collaboration and Coordination

- ❖ To provide regular reports with accurate and constructive feedback/ recommendation for management decision making.
- ❖ To create and maintain a team spirit of staff mutual collaboration and respect with due regard to gender and cultural sensitivities.
- ❖ To coordinate with FMO (UNOPS)'s Health for All focal for technical guidance or support concerning Health for All aspects if needed or contact with Yangon team to develop innovative design and strategy.

#### Skills and Requirements

- ❖ Must have M.B.B.S degree and appropriate license to practice.
- ❖ Master's degree in public health or related field is preferable
- ❖ Minimum two years' experience in the field of Public Health especially HIV/AIDS.
- ❖ Working Experience in the INGOs, NGOs, CBOs.
- ❖ 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 Project 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](mailto:sara.ygn.aa@gmail.com), CC: [sara.po.mkn@gmail.com](mailto:sara.po.mkn@gmail.com), not later than 5<sup>th</sup> July 2024.

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**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.