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**VACANCY ANNOUNCEMENT**

**ASSISTANT PROJECT MANAGER - KAWTHAUNG**

MEDACROSS ONLUS Myanmar Country Office in Kawthaung is seeking applications for the “**Assistant Project Manager**” position (Burmese Nationals only).

Expected Duration of Assignment: 12 months (3-months probation)

Starting date: 1st May (**As soon as possible**)

Area responsible: Kawthaung

Duty station: Kawthaung (City and Township)

Salary: 500 USD

Vacancy Closing Date: 18th-April-2025

**Background Information**

MEDACROSS ONLUS is working in Myanmar since October 2016 when it started financing health care and humanitarian projects of a local partner with the aim to contribute to the improvement of the local public health system skills to meet the needs of the target population, in particular we are working to reduce the vulnerability of groups at higher risk for health and food safety, promoting a high quality level of medicine. For this reason we've identified the intervention area in Tanintharyi region, precisely in Kawthaung district where over 65% of the population lives in rural areas, far from healthcare facilities. In Kawthaung, MEDACROSS renovated and activated a Basic Health Clinic and promoted a Mobile Clinic Program with the aim of visiting rural villages and deliver basic health care. MEDACROSS strongly believe that the partnership with Kawthaung Township Medical Management is essential to reach satisfying goals through the Mobile Clinic Program. Rural health facilities, such as Station Hospitals (SH), Rural and Sub- rural Health Centers (RHF), could be promoted by the introduction of a Mobile Clinic vehicle (4WD pickup) with medical equipment (one doctor and one nurse) that would help the Hospital to reach the patients in remote rural areas and improve the Rural Facilities network as well . MEDACROSS is also interested in providing equipment and t raining for Kawthaung Hospital, SH and RHF staff.

**Short summary of the post:** An **Assistant Project Manager (APM)** supports the **Project Manager** in planning, executing, and finalizing projects. He/she involves coordinating tasks, managing schedules, tracking budgets, and ensuring projects meet deadlines. APMs communicate with stakeholders, assist in safety and security management, and assist in administrative duties like documentation and reporting.

**Detailed List of expected tasks:**

1. Assist and collaborate with the project manager in implementing the 'Tha Bar Wa' project, particularly in awareness campaigns, CHV training management, and CHV patient referrals.
2. Coordinate with medical doctors to provide healthcare services for PLHIV.
3. Coordinate with the local CBO in managing the production of reusable menstrual pads and the packaging of hygiene and prevention kits.
4. Must keep confidential information, especially PLHIV patient data.
5. Liaise with the NAP for confirmation screening and patient referral.
6. Assist in planning, executing, and monitoring of project activities.
7. Coordinate with BHS (Basic Health Staff), government agencies, NGOs, and CBOs (Community-Based Organizations).
8. Assist in preparing financial and narrative reports as per donor requirements.
9. Conduct stakeholder and advocacy meetings within the MedAcross targeted area.
10. Participate in community training, campaigns, events, and workshops related to the 'Tha Bar Wa' project activities.
11. Ensure adherence to both national and international HIV/AIDS policies and guidelines.
12. Flexible to travel and stay overnight as required by the project activities.
13. Perform any other tasks as assigned by the line manager.

**Essential requirements**

1. Strong interpersonal communication skills
2. Candidates committing to a long-term career in humanitarian aid will be prioritized
3. Strong interest and motivation to work in a charity project
4. Relevant experience working in a developing country and/or humanitarian context
5. At least 2 years of relevant professional experience
6. Ability to work and live with a diverse team
7. Computer skills
8. Flexibility and adaptability

**Lines of authority:**

- Works under project manager and program coordinator.

- Work with: All the other national and international staff

**Required Qualifications and Experience:**

* Bachelor’s degree in Public Health, Social Sciences, International Development, or a related field.
* Previous experience in related field activities, preferably in the health sector (HIV/AIDS experience is a plus).
* Proficiency in MS Office (Word, Excel, PowerPoint).
* Ability to work under pressure and manage multiple tasks simultaneously.
* Good level of English

**Terms and Conditions**

1. 4 days off in case of death of a close relative
2. Sick leave according to official medical prescription
3. 24 days leave per year + national holidays according to MedAcross calendar
4. Meals for working days, yearly bonus

Applications can be made either in person or by email between 3rd  April 2025 and 18th April 2025.

If applying in person, please come to the Medacross Office located in **No.379, Shwe Min Won Baho Street, Padauk Shwewar Quarter, Kawthaung** and ask for the admin and finance officer. Please give him 2 copies of your CV.

If applying by email, send your CV to BOTH [pm.kawthuang@medacorss.org](mailto:pm.kawthuang@medacorss.org) and [p.coordinator@medacross.org](mailto:p.coordinator@medacross.org) .

MEDACROSS operates on national and international level, in keeping with the general guidelines of the laws on cooperation with developing countries, and aims to contribute to the objective 3 of the Sustainable Development Goals (SDGs) , which aspires to ensure health and wellbeing for all, through a courageous commitment to end the AIDS epidemic, tuberculosis, malaria and other communicable diseases and to achieve universal health coverage, by 2030, that ensures access to drugs and vaccines for all.

MEDACROSS does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.