



Assistant Program Officer (eLMIS)

Position Type: Regular – Full-Time contract (eligible for benefits)

Location: Yangon, Myanmar (1 position)

Organization Summary:

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to our mission of saving lives and reducing the burden of disease in low- and middle-income countries. We work at the invitation of governments to support them and the private sector to create and sustain high-quality health systems. At CHAI, our people are our greatest asset, and none of this work would be possible without their talent, time, dedication, and passion for our mission and values. We are a highly diverse team of enthusiastic individuals from 40 countries with a broad range of skill sets and life experiences. CHAI is deeply grounded in the countries we work in, with the majority of our staff based in program countries. Learn more about our exciting work: <http://www.clintonhealthaccess.org>.

Position Summary:

CHAI supports the establishment and implementation of electronic Logistic Management Information System (eLMIS) for vaccines from current paper-based system and harmonization of Public Health Commodities with due consideration for integration where feasible with the numerous other eLMIS initiatives. The implementation focuses on better service delivery, logistics management systems, and support for the country transitioning from donor funding to self-reliant national supply chain system, which ensures that quality medical commodities are accessed by people in the right amount and right time to sustain the gains in immunization coverage over the long-term.

We are currently seeking a qualified individual for the position of Assistant Program Officer, who will be based in Yangon and required to travel to other field sites in the country. He/ She will report to the Program Officer and will focus on proper implementation and scale up of an electronic supply chain system for Vaccine and Public Health commodities in Myanmar, in collaboration with the National EPI, UNICEF, Public Health Procurement and Supply Division, and other relevant partners. He/ She will also represent CHAI and be one of the key resources for coordination with National Programs to manage the strong relationships with the Ministry of Health, donors, and other stakeholders and in the process become a trusted partner to the end-users of mSupply system.

Responsibilities:

Main Responsibilities

- Provide technical support for mSupply implementation, focusing on Vaccine and Public Health commodities
- Assist in mSupply system testing and development to enhance software functionalities
- Conduct training and capacity building for facility-level staff at different levels on data entry and system usage, with an emphasis on integrated eLMIS implementation of Department of Public Health
- Perform site visits for monitoring and supervision, ensuring system adherence and data quality
- Assist in the development of training materials and job aids for healthcare workers in mSupply usage and data utilization, support protocol and guideline development where feasible
- Assist in conducting site functioning updates, data collection, analysis and writing reports
- Monitor store performance, stock levels at sites, providing early warning alerts for potential stock-outs or expiries
- Organize and conduct small meetings, training, and dissemination sessions as appropriate
- Support other supply chain activities, including administrative and financial tasks as needed.

General Responsibilities

All staff are expected to undertake the following general duties:

- Work within the framework of CHAI's core values, promoting its ethos and mission statement
- Work towards achieving program and/or department business plan objectives
- Ensure familiarity with and adhere to all CHAI policies and procedures and keep informed of CHAI activities
- Travel to program areas, as and when required

- Demonstrate sound judgment to elevate or consult senior level management with problems or other issues
- Work as part of a team and liaise with other departments to ensure effective communication across the organization
- Participate in meetings, networks, seminars and conferences where relevant and beneficial to CHAI and its mission and mandate
- Undertake and apply learning from appropriate training and development programs
- Undertake any other duties appropriate to the post as may be required
- Contribute independently to team goals
- Maintain professional appearance and hygiene
- Other responsibilities as required

Qualifications/experience

- Bachelor's degree in public health, health science, or related degree
- Fluency in both written and oral English and Burmese
- Strong written and oral communication abilities
- Excellent ability to build and nurture relationships in a challenging multicultural environment
- Capability to perform both quantitative and qualitative analysis with strong problem-solving skills
- Ability to multi-task and to be effective in high-pressure situations to ensure seamless supply chain operations
- Good understanding of MS Office applications and basic applications/software
- Experience in training, capacity building, and conducting field supervision visits

Advantages

- Practical knowledge of eLMIS software from previous work in the LMIS-related field
- Experience working with an INGO/NGO
- Experience collaborating with the Ministry of Health

Interested candidates are invited to submit their CVs along with a cover letter (in English) by May 2, 2025. Please address your application to Su Myat Thiri at smthiri@clintonhealthaccess.org

Kindly note that only short-listed candidates will be contacted.