

## Vacancy Announcement

### Background

MSI Reproductive Choices also known as Marie Stopes International, an international non-governmental organization (INGO) implements sexual, reproductive, maternal, newborn, adolescent and child health; and HIV prevention, treatment and care interventions in a range of locations in Myanmar. MSI delivers information, commodities and services through centre based, mobile outreach, social marketing channels and other effective and adaptive approaches. As a social business, MSI Reproductive Choices focuses on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.

MSI Reproductive Choices seeks qualified and experienced candidates for the following position:

Title:	<b>Center In-Charge</b>
Number of Opening	<b>One</b>
Duty Station:	<b>Aungmyaythazan Township, Mandalay Region</b>
Duration:	<b>up to December 2024</b> <b>(Renewable subject to satisfactory work performance and fund availability)</b>
Opening Date:	<b>27<sup>th</sup> June 2024</b>
Closing Date:	<b>11<sup>th</sup> July 2024, 5:00 PM</b>

### Overall purpose

A Centre In-Charge is responsible for ensuring the provision of most effective clinical services through proper operations, financial and management of centre and out-reach teams.

### KEY RESPONSIBILITIES:

#### Entrepreneurial and results-driven leadership

- Meet centre KPI through coordinated performance of team members
- Strengthen service diversification and cross-selling at centre accordingly
- Achieve more than 90% of client satisfactory level at all times
- Implement local demand generation activities and online campaigns in collaboration with mHealth team

#### Clinical Services

- Provide and manage reproductive health related clinical and other services including counseling, health promotion and proper referral
- Ensure quality of clinical and other services provided by the centre and the outreach services according to the standards of MSI in service provision
- Take responsibility on the services provided by the centre and the outreach teams
- Ensure proper client record keeping including confidentiality.
- Report all medical complications in writing to Clinical Service Manager (CSM) in timely fashion.
- Ensure high standard of **cleanliness** of the centre
- Ensure that the clinical team follow the rules of infection prevention in the centre and satellites.

#### Team Management

- Manage operations of the MSI Centre and the outreach teams of the township providing information, commodities and services
- Supervise the clinical team and non-clinical teams operating in the centre and in the communities concerned
- Train and coach clinical and other teams for quality services and programmes
- Undertake work planning for Centre and Field teams
- Field visit with team to monitor the progress of team activities and staff performance.
- Assist with recruitment, induction and training of centre and field teams.

- Manage team to include motivation, supervision, personal development, performance appraisal, and dealing with minor disciplinary issues.
- Ensure team understand compensation and benefit systems.
- Hold regular team meetings to communicate information from Yangon Support Office (YSO); discuss centre issues, progress, achievements and feedback any concerns or new ideas to YSO

#### **Project Management**

- Organize, plan and implement project activities being operated at the township level
- Lead and supervise the project team in implementing project activities
- Monitor and evaluate project achievement of outputs in accordance with donor agreement and the goal of MSI
- Ensure collection of data regularly according to the systems and requirements, and preparation of timely reports on routine and project activities for the townships concerned

#### **Centre Operation**

- Be responsible locally for the establishment, maintenance and ensuring proper function of the building, premises, equipment, vehicles and other materials of the centres, outreach teams
- In collaboration with the marketing team, manage social marketing of SRH related commodities locally
- Ensure safety and security of team members
- Responsible for overall financial management and control including monitoring and reporting of all expenditures and income for the township activities, must be accountable.
- Supervise supply chain management of the centre.

#### **Monitoring, Evaluation and Reporting**

- Supervise client exit surveys, result on client waiting time and report on results regularly as outlined in work-plan;
- Submit timely narrative report (Management Information System Report “ **MIS**” Report ) to YSO
- Responsible for data quality management, reviewing and analysis of data.

#### **Advocacy and coordination**

- Represent MSI locally in occasions, activities and communications related to public health and community development
- Coordination with stakeholders including officials, departments, NGOs, CBOs, UN agencies and other programmes locally

#### **Other Responsibilities**

- Implement any other tasks assigned by Clinical Service manager, Programmes/ Project Managers and Centre Channel Advisor and Country Director.
- To be sensitive and responsive about the need of the communities and to maintain a positive clinic environment with the communities, partners and other relevant agencies.

#### **Requirements**

- M. B., B.S or equivalent degree from a recognized institute
- Valid Myanmar medical license (Sa-Ma)
- At least one year experience of clinical service provision

#### **Person Specification**

- Interest in non-discriminative humanitarian work
- Work experiences with a social development organization preferable
- Ability to work without close supervision
- Ability to work as a team member, and to work with people of different levels and background
- Good interpersonal communication
- Ability to use Microsoft Office applications

#### **Safeguarding Commitments and Values of MSI**

MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of our services, especially children, young people and vulnerable adults.

MSI Reproductive Choices has zero tolerance towards sexual exploitation and abuse and sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of power and harassment); and fraud, bribery and corruption. To ensure that individuals with a substantiated history of any of those misconducts are not hired by the

organization, our selection process will include rigorous background checks related to PSEAH including child abuse.

MSI team members are expected to actively promote and live by our core values: mission driven, client centered, accountable, courageous, resilient, and inclusive. As we embrace diversity, equality and inclusion principles in our work and encourage applicants from diverse backgrounds to apply.

**To Apply:** Interested person should submit the application letter, curriculum vitae with relevant documentation and a recent photo to the address below. If sending your application via email, please mention the position and location applied for in the subject line. Only short-listed candidates will be contacted.

**Applications should be addresses to:**        **Human Resources Department**  
   **MSI Reproductive Choices**  
   **No 25/A-8, Aye Yeik Thar (2) Street, New University Avenue**  
   **Road, Saya San Ward, Bahan Township, Yangon , 11201,**  
   **Myanmar**  
   **Email: [recruitment.msmyanmar@gmail.com](mailto:recruitment.msmyanmar@gmail.com)**

**Note:** Applicants are also requested to mention in the applications if there are blood/marriage relationships with the existing employee of MSI. Employment contract will be terminated if failure to do so.