

Vacancy Announcement (Re announce)

Vacancy ID: 250023

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:	Medical Coordinator (Treatment and Care)
Number of Opening:	One
Duty Station:	Country Support Office (Located in Bahan Township, Yangon Region)
Reporting to:	Programme Manager
Duration:	up to December 2025 (Renewable subject to satisfactory work performance and fund availability)
Opening Date:	2nd April 2025
Closing Date:	21st April 2025, 5:00 PM

Overall purpose

This position is to support the implementation, monitoring and quality assurance of an innovative HIV programmes that deliver immediate and lasting change for adults and children at risk of HIV infection and people living with HIV.

The focus of this position is to support the three townships with treatment services, through the provision of ongoing managerial support, training, monitoring, and review.

KEY RESPONSIBILITIES

Clinical Quality Assurance

- Assist in keeping the program in line with national treatment program and its updates
- Organize clinical induction and trainings for the service delivery teams to be able to provide high quality medical treatment for people living with HIV in the project townships
- Coach and mentor the service delivery teams through both remote and in person support to ensure their competency and skills
- Ensure all service delivery teams adhere to updated clinical policies, guidelines and protocols, provide clinical services with high quality and monitor clients' progress with standard investigations (including CD4 and Viral Load testing) as necessary
- Support field teams in promoting client-friendly atmosphere at the clinics, delivering quality treatment and adherence counseling and organizing follow up visits to ensure treatment compliance as necessary
- Conduct regular trips and provide technical assistance to service delivery teams as necessary and prepare analytical monitoring reports

- Continually review for any training need assessment
- Provide specific & intensive clinical support to the teams demonstrating poor standards of clinical quality
- Ensure service delivery teams report all the incidents on time.
- Provide services, when necessary, as support to clinical service providers
- Support field teams to be sensitive and responsive about the need of the communities.

Project Management and Reporting

- Assist in planning and implementation to achieve programme deliverables in accordance with the donor requirements and agreements
- Assist in the Monitoring and Evaluation of programme as necessary
- Regularly discuss with field teams on clinic issues, progress, achievements and feedback any concerns or new ideas
- Support in maintaining confidential, accurate and detailed patient record system in-line with programme requirements
- Assist in compiling field reports (including patient monitoring, treatment failure, use of second line treatment, referrals and stock utilization and requirements) and drafting the monthly and quarterly report on time.
- With the support from field staff, oversee the stock utilization, movement and forecasting for treatment and care and prevent stock-out at field sites
- Support Procurement & Logistics team to ensure product quality at central and field stores according to the standard
- Support in team motivation, supervision, personal development, performance appraisal, and dealing with minor disciplinary issues.

Communication and coordination

- Support to maintain good relationships with PR and external partners (government, donors, other development agencies etc) and staff on issues relating to HIV services at different levels as needed
- Assist field team in setting up strong links and partnerships for referral and support with the government, other NGO and private medical service providers at the township level for continuum of care

Other responsibilities

- Uphold and promote MSI's commitment to Child Protection policy
- To provide other assistance to MSI programme as requested by Country Director

EXPERIENCE AND QUALIFICATIONS:

- Qualified Medical Doctor with valid SAMA
- At least three years of experience in HIV clinical management
- Experience in voluntary, confidential, counseling and testing (VCCT)
- Demonstrated experience working with people living with HIV
- Clinic and staff management experience
- Fluent in Myanmar and excellent level of written and spoken English
- Excellent interpersonal and communication skills
- Excellent written and spoken English
- Willingness to occasionally travel domestically and internationally (for staff development and cross-site experience sharing)

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. 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 or

[Click here to apply:](#)

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.