

## 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>Assistant Project Manager</b>
Number of Opening	<b>One</b>
Duty Station:	<b>Bahan Township, Yangon Region</b>
Reporting to:	<b>Programme Manager</b>
Duration:	<b>up to December 2024</b> <b>(Renewable subject to satisfactory work performance and fund availability)</b>
Opening Date:	<b>2<sup>nd</sup> May 2024</b>
Closing Date:	<b>16<sup>th</sup> May 2024, 5:00 PM</b>

### Overall purpose

Under the supervision of Programme Manager, the Assistant Project Manager (APM) is responsible for assisting Programme Manager in ensuring project activities to be completed as planned; providing efficient support to field team to make sure of quality services regarding SRH; and establishing internal data quality assurance system in place.

### KEY RESPONSIBILITIES:

#### 1. Project Management

- Assist programme manager in preparing costed work-plan, budget control and submit monthly cash projection to Finance Session
- Monitor and evaluate project achievement of outputs in accordance with donor agreement and the goal of MSI
- Conduct field visits to monitor the progress of project activities and team's performance in the community, ensure relevance to the community needs, support coordination as necessary
- Ensure the compliance of all service provision standards/protocols by field teams for outreach activities.
- Preparing for recruitment of staff as necessary.
- Identify opportunities to organize, administer and facilitate capacity building activities for field staff.
- Plan and follow up for local procurement of supplies needed for project activities.
- Assist in preparation for international procurement of pharmaceuticals.
- Supervise and support the field team as necessary.
- Check the proposals from fields and submit them to the programme manager to review and verify.
- Manage and provide support in organizing and conducting project-related training and activities.

#### 2. Data Quality Assurance

- Coordinate with senior data officer and project officer for verification of filed data and data compilation.
- Support the field team in data collection according to the systems and requirements regularly.
- To ensure the quality of the reported data from field teams
- Assist in preparation of the monthly data report

#### 3. Financial Management

- Assist the Programme Manager for the project budget management
- Assist the Programme Manager and field teams with preparation and submission of timely funds requests matched with work plan

#### 4. Coordination

- Represents MSI at the coordination meeting among implementing partners agencies and government agencies as assigned by programme manager
- Coordinate with Regional Coordinator to support township team leaders' coordination with local authorities, government departments, partner agencies and other stakeholders for maternal and child health matters

#### 5. Reporting

- Assist programme manager in preparation of monthly progress report, quarterly progress report and monthly cash projection
- Make ensure that the field team submits all necessary monthly reports on time

- Ensure that the field team provides required reports to clinical team, finance team and Evidence to Action team on time
- Review monthly data report prepared by project officer and submit to programme manager

#### **6. Team Management**

- Manage Field teams at townships including motivation, supervision, personal development, performance appraisal, and disciplinary issues
- Provide support to, share information, technical and operational knowledge and experiences, with field team members at townships
- Report to and consult with Programme Manager and Technical Advisor as required
- Ensure continuous learning of field team members for personal and professional development

#### **7. Other Responsibilities**

- Implement any other tasks assigned by the Programme Manager as necessary
- 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**

#### **Desired Qualifications:**

- A committed Myanmar professional with University degree in Medicine or Public health.
- Minimum of **3 years** working experience in Sexual and Reproductive Health/Maternal and Child Health (clinical experience preferable)
- Previous working experience with an INGO, LNGO and UN agency at management level is an advantage.
- Sound management and coordination capacity
- Experience in report writing, facilitating meeting/ trainings and coordination with other agencies
- Demonstrated skills and experience in health activities planning and management
- Outstanding interpersonal, communication and presentation skills
- Good command of spoken and written English.
- Knowledge of MS Office's software package
- Able to work under stressful condition
- Able to travel to project areas **including conflict affected areas** frequently for monitoring visits
- Good leadership skills and able to work independently

### **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.