

Vacancy Announcement

Vacancy ID: 250034

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:	Project Officer (Emergency Response, Short-term Contract)
Number of Opening:	One
Duty Station:	Mandalay
Reporting to:	Project Manager
Duration:	Three months initially (Renewable subject to fund availability)
Opening Date:	23rd April 2025
Closing Date:	Until candidate identified

Overall Responsibility

The project officer will contribute to the development and implementation of the project and be responsible for follow-up of project related activities in project sites providing efficient support to field team, facilitate the action upon receiving information in a timely and effective manner in achieving project objectives and goals.

All responsibilities should be carried out in line with relevant Marie Stopes International policies and procedures.

Project Management

- Assist Project Manager in activity planning, detailed implementation, and review to ensure quality and achievement of project outputs in accordance with project documents
- Promote information sharing in all aspects related to EMOC and ECC referrals, key information of MNCH ; and provide capacity building activities for community based mobilizers to strengthen interpersonal communication skills
- Conduct visits to the referral sites; clinic and outreach to monitor emergency referral system, facilitate and provide technical support for effective communication strategies and to monitor and supervise project activity at respective townships.
- Assist in development and regular implementation of monitoring and evaluation system in order to monitor progress against outputs and indicators to assess the quality, process and impact of the project.
- Ensure timely collection, compilation and interpretation of information for timely reporting on progress

of the project.

- Assist Project Manager and project team in conducting advocacy meetings and participation in program and project review activities.
- Coordinate and provide technical assistance and planning inputs to procurement and logistics team for procurement and supply chain management of equipment, supplies and commodities ensuring MSI and relevant donor guidelines are followed and adequately documented.

Human Resource Management

- Assist the Project Manager with recruitment of team members for project related positions.
- Promotion of teamwork and capacity development through coaching and facilitation of appropriate training
- Liaise with human resource section on relevant staffing issues

Financial Management

- Assist the Project Manager with management of the project budget.
- Assist the Project Manager and field teams with preparation and submission of timely fund requests matched with workplan.
- Where delegated, approve requisitions, advances and expenses and manage project budget in compliances with MSI financial management and monitoring system.
- Liaise and support Finance Team in preparation of project expenditure reports and financial report in accordance with donor requirement and reporting schedule

Coordination and Liaison

- Assist the Project Manager and support team in coordination and advocacy with relevant departments and organizations.
- Support field project teams in coordination and advocacy at local level
- Build and maintain effective relationships within teams, colleagues, external partners and supporters.
- Foster working relationship between project team and MSI Myanmar as a whole.
- Coordinate Logistics team and Finance team in keeping an asset register for all assets purchased by or provided to the Project in line with standard MSI policies.

Other Responsibilities

- Implement any other tasks assigned by the Country Director and Senior Management Team.
- 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.

Experiences, Skills and Qualifications

- Bachelor-level degree in the health field
- Experience in working with Community based organizations, LNGOs/ INGOs, or UN
- Experience and knowledge of working in health/development field
- Knowledge and understanding of reproductive, maternal and child health
- Experience providing training.
- Effective planning, organizing, and problem solving skills, managing resources efficiently,
- Sensitive to diverse cultural and social environments
- Ability to conduct extensive travels to project areas including remote locations
- Develops and encourages new and innovative solutions
- Willing to take disciplined risks
- Computer proficiency
- Good oral and written English language skill

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.