



**Position title: Malaria Medical Officer (1 position)**

**Location:** Based in Shan North (to be decided according to the security)

**Report to:** Field Program Manager

**Organization Background:** Health Poverty Action was founded in 1984 and is an international NGO working on health and its social determinants with headquarters in London. Our vision is a world which the poorest and most marginalized enjoy their right to health. We work with some of the poorest and most marginalized communities in Africa, Asia and Latin America, often in very difficult environments and fragile states. HPA works to enable these communities to achieve both immediate and long-term improvements to their health, promoting the realization of “everybody has access to primary health care service”. Our work in Myanmar mainly includes maternal and child health care, expanded programme of immunization, community health education, prevention and treatment of infectious diseases, WASH and humanitarian assistance etc.

**Main responsibility:** Responsible for malaria project activity implementation in target project area, including training and coaching health staff and volunteers, monitoring malaria project related activities and integrating with maternal and child health care activities.

**Detailed responsibilities:**

1. Coordinate and maintain close working relationship with health officials from Local Authority.
2. Prepare integrated monthly work plan of field teams, and provide the ideas and suggestions of working arrangement based on the monthly work plan to superior.
3. Conduct monthly community field visit together with field teams to provide integrated health services (Malaria, EPI and MCH) in remote villages, and participate in community health education activities
4. Monitor activity progress to make sure the program can achieve the indicators and objectives.
5. Organize program data collection, entry to database, analysis and reporting.
6. Submit project progress and data, monthly, quarterly and annually as per the requirement of project and line manager.
7. Be responsible for the appropriate use of activity budget and expenditure, and assets/materials according to HPA finance rules and donor requirements, as per approved budget and amount.
8. Coordinate and support the capacity building and outreach sessions of basic health staffs
9. Be responsible for training, technical support, supervision and management of

community health volunteers according to National guidelines.

10. Assist outbreak response investigation in collaboration with health department, report the outbreak, and to be responsible for the field verification, processing and monitoring of outbreak.

11. Manage project funds and materials related to project activities properly in line with HPA rules and regulations.

12. Reasonable tasks assigned by the line supervisor/ manager.

### **Qualification requirements**

#### **Essential qualifications:**

1. MBBS education; Registered medical doctor (M.B.,B.S.) with experience in health project;
2. Skilled in use of computer and Office software;
3. Working knowledge on Burmese and Chinese is essential, ideally proficient in English or Shan
4. Good report and case study writing capacity;
5. Good communication skills and organizing ability;
6. Willing to work in remote, ethnic areas with regular travel to health posts and communities

#### **Preferable qualities**

1. Two years or above of NGO work experience;
2. Local language of minority group in project area;
3. Malaria, and communicable diseases control project experience.

#### **Benefit package**

- 1) Pension, medical insurance, hardship allowance and other allowances as per organization policy
- 2) 15 days of annual leave
- 3) Accident insurance

#### **PSEA Clause**

HPA has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff joining the organization must ensure that they understand and act in accordance with this clause.

**Notice Deadline: Open until July 19<sup>th</sup>, 2024**

If you are interested, please send your resume (with a photo attached) to [hr.hpagn@gmail.com](mailto:hr.hpagn@gmail.com) and copy to [hreapo@healthpovertyaction.org](mailto:hreapo@healthpovertyaction.org). Only shortlisted candidates will be interviewed. HPA will not inform those who are not invited for interview.