

VACANCY ANNOUNCEMENT

The Union Office in Myanmar is seeking applications from dynamic and highly motivated Myanmar nationals for the following vacant position.

Position Title : Medical Officer
Duty Station : Myingyan
No of Position : One (1) Position
Duration : Till end of December 2024
Department : Tuberculosis
Reports to : Programme Manager
Closing date : 16th May 2024

BACKGROUND

International Union Against Tuberculosis and Lung Disease - The Union is an International Non-profit Organization based in Paris, France. The Mission of The Union is to end suffering due to tuberculosis and lung diseases, old and new, by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no one is left behind, people are treated equally, and we have a focus on vulnerable and marginalised populations and communities. The Vision of The Union is a healthier world for all, free of tuberculosis and lung disease.

In Myanmar, The Union provides technical support to various stakeholders, partner organisations and institutions in the health sector, with a focus on TB and HIV and has strengthened the local capacity to deliver high-quality services. Key programmes include an Integrated HIV Care (IHC) Programme for People Living with HIV/AIDS, which has been supported by key donor agencies since 2005 to provide outpatient services and prevention activities to People Living with HIV (PLHIV) in 16 ART centres and 36 Decentralized sites in 38 townships in Myanmar. In addition, The Union's Tuberculosis Programmes including community-based TB case finding activities in 13 townships in Upper Myanmar and as of 2015 MDR-TB Care, which addresses drug-resistant TB at the community level in 27 townships in Myanmar.

The Union is part of the HIV/TB Agency, Information and Services (AIS) Activity, which is funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) as well as the Accelerator to End Tuberculosis (TB Accelerator) through USAID. The AIS Activity provides a free, confidential and comprehensive range of TB prevention, testing and treatment services specifically tailored to help people live a healthy life, prevent the spread of new infections and suppress TB in Myanmar.

Programmes run by The Union are expected to continue indefinitely and are approved until December 2024. Due to increasing national demands in the current environment in Myanmar, The Union is looking for an experienced and committed person to fill the position of **Medical Officer_Comprehensive TB Care**.

GENERAL MISSION

The Medical Officer_Comprehensive TB care will deliver the following duties and responsibilities under the direct supervision of Programme Manager_Comprehensive TB care, technical and programmatic support from the Deputy Programme Director of TB programme:

DUTIES AND RESPONSIBILITIES

Clinical Management

- Apply medical knowledge and skills to diagnose and treat the patients in accordance with the guidelines
- Conduct health education to the patients about the illness and the treatment and checking their

understanding if needed

- To educate the patients and their family members about infection prevention and control for TB and COVID-19, home quarantine procedure, home care guidelines to family members, etc.
- Timely referral to Medical experts for seeking expert opinion on treatment or about any complications of the patients
- To work closely Comprehensive TB care Management team
- To involve in the training of the community helpers
- To provide and monitor virtually for home-based care and the referral of patients for oxygen requirement, necessary laboratory investigations and admission to hospitals when needed

Supervision and Monitoring

- To supervise and monitor the activities of Comprehensive TB care programme
- To provide technical support and guidance for Comprehensive TB care activities in programmes and also to Community Based Organizations (CBOs)
- To monitor and evaluate the activities of community helpers especially in field activities; advocacy meetings, assisted referral activities, awareness raising activities, health education and promotion sessions, etc.
- To conduct supportive supervisory visit to the service delivery areas

Logistics

- To develop monthly/quarterly work plan and to execute the same to meet the project demands
- To organize meetings, trainings and workshops according to work-plan and submit the reports
- To prepare the logistics and distribution plan of the commodities to the service delivery areas
- To procure the necessary health promotion and communication materials to be used in the project activities
- To prepare and monitor procurement requests and track them efficiently until the process is complete.
- To ensure the smooth transportation of commodities to the service delivery areas and to make sure the accurate storage of commodities as per The Union's SOP
- To safeguard the effective distribution of commodities at the service delivery areas

Coordination

- To coordinate with Local CBOs (Community Based Organization) for preparation of meetings, trainings and workshops
- To coordinate with partner organizations for Comprehensive TB care Activities under supervision of direct supervisor
- To establish effective coordination mechanism with internal departments (HIV, TB and supportive Teams)
- To establish effective coordination mechanism with CBOs and Laboratory services
- To coordinate with PSM Unit of The Union Office in Myanmar for continuous supply of commodities

Recording and Reporting

- To record the necessary data and monthly report to the direct supervisor
- To prepare the monthly reports and to submit to MEAL and PSM Unit and submit to direct supervisor
- To submit financial report to direct supervisor and finance unit with necessary documents for expenditure of programme activities, patients and CBOs supports
- To submit the travel report, training/workshop report and meeting minutes to direct supervisor in timely manner
- To assist the Comprehensive TB care Manager in making the financial report, biannual report, etc.

To perform the additional tasks to meet the programmatic requirements

RECRUITMENT CRITERIA

- Medical Degree (M.B.B.S, with a valid SAMA Registration)
- At least two years in the related field (Communicable diseases management, Primary Health Care

services, Community mobilization and Psychosocial counseling)

- At least one-year experience in field project management in NGO/INGO or similar environment
- Strong negotiation skill to communicate with related stakeholders, the community-based organizations and between programmes in the organization
- Experience in handling project related Budget and logistics management
- Good command in both written and spoken English
- Computer literacy specifically in Microsoft Office (Excel, Word, Power-point, Outlook, Access)
- Ability to generate reports, budgets, logistic and other documents in English
- Utmost respect for confidentiality, particularly regarding patient information and sensitive program-related discussions.
- Display of personal integrity, honesty, and a positive mindset in all professional interactions.
- Unwavering COMMITMENT to neutrality and integrity in alignment with The Union's Code of Conduct.
- Alignment with The Union's Mission and Values, showcasing a shared commitment to the organization's overarching goals: [Link to Mission & Values](#)

Application:

Please send your application letter and CV (with THREE contacts for Reference Check), to hr.myanmar@theunion.org.

(Educational Certificates and supporting documents are not required at this stage of the application process.)

The Union Office in Myanmar

Ma-10, 64th Street, between 101st*102nd Streets, Chan Mya Thar Zi Township, Mandalay, Myanmar

(According to the large number of applications received, only shortlisted candidates will be notified for the interview.)

Note:

- While applying please mention the job title in the subject column of your email.
- Applications submitted after the deadline will not be reviewed.
- The Union in Myanmar is a Tobacco-free environment.

The Union has a zero-tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all employees are required to adhere to the Code of Conduct, which enshrines the 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.

Disclaimer: The Union does not charge a fee throughout its recruitment process.