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TharthanaYeiktha Quarter,
Near Sayar San Road, Bahan
Township, Yangon.*

www.mam.org.mm

Medical Action Myanmar (MAM) is a medical aid organization. MAM aims to improve access to quality health care for all people in Myanmar. MAM provides large-scale access to prevention, diagnosis & treatment of HIV, Malaria, Tuberculosis and Basic Health Care provided by 20 clinics and 2300 Community Health Workers in remote areas. MAM employs over 1200 staff.

VACANCY FOR: Operations Coordinator

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| Reports to : | Operations Director (Remote health) |
| Job location(s): | Yangon Coordination Office |
| Deadline for application: | 25th March 2025 |
| Starting date of position: | As soon as possible |
| Vacancy number: | VA-0019/2025 |

Description of the vacant position:

The operational coordinator is part of the remote health management team with Operations Director and Deputies Operations Director. The operational coordinator will manage a number of MAM projects with approximately 150 staff and +/- 500 Village Health Workers.

Main Responsibility

Program Development, Quality and Reporting

- Identify opportunities for growth and funding, and suggest ideas for developing concept notes and proposals.
- Assist the management team in the development of concept notes and proposals and ensure that the good practices of the ongoing projects are reflected in the new proposals and concept notes.
- Support the Operations Director in developing a high-quality program through integration, expansion and growth of existing projects and strengthening links with other sectors as appropriate.
- Prepare regular high-quality reports for use by the organization internally/externally and for donors as per donor's requirements.
- To lead the analysis of achievements against targets of the field level data and application of those in decision making process

Operational management and Program Leadership:

- To lead in the effective implementation of all planned activities in each of the projects to ensure highest quality in all the aspects of programs, including communications, visibility, design, monitoring and evaluation.
- To prepare and oversee project implementation to ensure timely delivery of project activities in accordance with agreed implementation plans and budgets (for example, monitoring against log frames, individual performance management work plans).
- To manage the set-up of new and maintain existing projects to ensure that all project outcomes are in line with the objective of the project as committed to the donors and to the stakeholders.

- To ensure synergy and cohesion between various projects to meet organizational mission and objectives, and to scale up good practices and learning from one project/team/region to another.
- To carry out field visit with the purpose of monitoring and evaluation as well as to maintain and strengthen relations with local level stakeholders including partner organizations and local authorities.
- To promote innovative ideas in project implementation to ensure most cost efficient and effective program results.
- To keep abreast of and navigates the conflict dynamics in target locations.
- To follow up on the monthly project reporting and support the projects regarding constrains, challenges and donor requirements
- To report to the Operations Director concerning the project progress and constraints and identify the most effective and efficient way to overcome those.
- To supervise capacity building and training of staffs as well as volunteers in line with recommended guidelines and SOPs.

Human resources management:

- To Build a strong program team and contribute to positive cross-departmental collaboration
- To support and guide the Project Coordinator and Project Medical Coordinator to ensure that the overall implementation of projects is in line with donors' expectations & organizational goals and achieve the expected results and objectives together with Operation Officer.
- To recruit necessary key manpower and supervise recruitment on project level;
- To supervise and to coach the personnel in the project (approximately 150 staff);
- To perform briefings, performance discussions and debriefings of the key project staff;
- To appraise the performance of junior staff, identifying training needs and promoting a learning environment in coordination with HR/ Administration Department.
- To optimize the use of human resources potential;
- To ensure that all project staffs are complying with government, donor and organizational policies and procedures.

Financial & logistic management:

- In coordination with the finance team, to ensure that the project budget is planned as per the project proposal.
- To monitor the project expenditure in cooperation with the financial controller;
- To identify budget difficulties and prepare for reprogramming and budge revisions;
- To ensure that budget is managed in line with the approved budget, and that transactions comply with MAM's and the donors' financial and compliance policies
- To ensure proper logistic arrangements according to donor requirements
- To prepare drug orders based on average monthly consumption and provided stock levels;
- To prepare asset orders in line with donor agreements.

Representation:

- To represent the project, establish and maintain effective relationships with key programmatic counterparts, UN agencies, partner (INGOs and LNGOs) organizations, CSOs, Ethnic Health organizations EHOs, donors and government representatives (community, Township, State/Regional as needed and National level as appointed by Operations Director).
- To support project staff in representation on local and township level;
- Ensure the entire project staff abide to the Do No Harm approach to programming at all time and is complying with MAM policies and guidelines.
- To represent MAM in donor meetings, discussions and negotiations.

Donor relations

- To participate in proposal writing;
- To participate in budgeting and output targeting;
- To facilitate donor visits;
- To deliver additional donor requests.

MAM requires:

To be successful in this role you must have:

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| Education | : | Medical Doctor preferred (Master degree in relevant field will be an asset) |
| Experience | : | Experience in NGOs/INGOs operation management and overseeing a large number of staff for at least 5 years. Experience in HR management, logistic and financial management for at least 2- 3 years. Experience with donor reporting and representation. Previous work experience in MAM or similar experiences in other NGO/INGOs is highly desirable. |
| Language | : | Fluent in English, both speaking and writing. |
| Specifications | : | Willing to travel in remote areas under difficult circumstances. Hard working and flexible with regards to working time |

MAM offers:

- Salary depending on qualifications and experiences starting from **870USD** to **1,170USD** per month
- 13th month bonus;
- 20 days of annual leave;
- Medical benefits;
- Gratuity Pay;
- Yangon Bus fare allowance

Application process:

Interested applicant should submit updated CV/Resume in the link below:

<https://forms.gle/PgWHEFLZjzLUmbWcA>

No need to send scans or copies of certificates or diplomas, these will be requested later.

For further information on Medical Action Myanmar, please consult our website mam.org.mm

Please note that due to the urgency of this position, applications will be reviewed on an ongoing basis, and the org reserves the right to initiate the recruitment process before the deadline for applications.

MAM welcomes applications from all sections of the community including people with disabilities.