



38/ B (1), Pyi Htaung Su lane,
Tharthana Yeiktha Quarter,
Near Sayar San Road, Bahan
Township, Yangon.
www.mam.org.mm

Medical Action Myanmar (MAM) is a medical 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 we provide Basic Health Care provided by 20 clinics and 2300 community health workers in remote areas. MAM employs over 1200 staff.

Vacancy For: Referral Coordinator

| | |
|-----------------------------------|--|
| Reports to: | Project Coordinator |
| Job location: | Thandaunggyi (Kayin State) based in Taungoo |
| Deadline for application: | 9th June 2025 |
| Starting date of position: | As soon as possible |
| Vacancy number: | VA-0038/2025 |

Description of the vacant position;

Key Objectives / Principal Responsibilities

- Manage and coordinate the referral of patients.
- Screen referred patient to decide if referral is correct and supported by MAM.
- Forward and support approved referral cases to the appropriate medical facility
- Follow up referred patients under care
- Facilitate and coordinate with NTP regarding registered TB cases
- Facilitate and coordinate with NTP regarding TB treatment supply management
- Document and report all referral cases and related actions
- Facilitate financial support for the referral cases and settle expenses on behalf of MAM
- Facilitate and support trainings related to referral systems for Community Health Workers and MAM staff
- Monitor and collect all relevant data and information about activities under his/her responsibility and report all difficulties to the Project Medical Coordinator.
- Carry out any additional reasonable tasks in accordance with MAM programmed as requested by Project Coordinator and/or Project Medical Coordinator.

MAM requires:

To be successful in this role you must have:

| | | |
|----------------|---|--|
| Education | : | Medical Related Degree; |
| Experience | : | Experience in INGO's is a strong advantage; |
| Language | : | Fluent in English, Myanmar; abilities to communicate in Local languages is a preferable for these positions. |
| Specifications | : | Willing to travel in remote areas at field and mobile health facilities. Hard working, accept flexible hours. |
| Team player | : | Ability to cooperate with other team members; |

Other Abilities : Confidence to stand his/her ground in the interest of MAM without compromising the need of the patients.
Abilities to work independently, provide prompt and accurate data collection and reporting; (Team player)
Ability to live and work under demanding work environments with minimum available basic facilities.
Excellent Inter-personal skills and non-judgmental attitude towards people with different ethnic background.

MAM offers:

- Salary depending on experiences
- 13th month bonus;
- 20 days of annual leave;
- Medical benefits;
- Gratuity Pay;
- Hardship Allowance
- Accommodation provides for non-residents;
- Paid home leave including travel cost and time;

Application process:

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

<https://forms.gle/muBeDSRTL6rrEktNA>

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 on-going 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.