



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.

Reports to: Operation Coordinator (Clinic & child program)
Job location: Hlaing Thar Yar (Yangon)
Deadline for application: 17th June 2025
Starting date of position: As soon as possible
Vacancy number: VA-0043/2025

Medical Action Myanmar's child sponsorship program provides education, food, household and hygiene items to over 400 children. We also work with these children as they become adults to develop their employment skills to help them become independent.

Key Objectives and Responsibilities in general:

- Provide technical inputs for implementation of integrated child program and mother house
- Liaise with field team and donor to track the progress against program related deliverables and update to donor
- Conduct frequent and regular monitoring visits to field sites (home visit to children and mother house) in Yangon
- Understand the nature of children, plan based on their needs and implement program activities as well as identify technical competencies and areas for improvement
- Support the project by conducting an assessment of children's situation and prepare a proposal and request to donor based on needs of children in terms of social support and medical care
- Conduct regular collection of information about beneficiaries, update profile of children and report to donor
- Support the necessary logistics to ensure the well-planned allocation and timely arrival of program-related items to field sites in Yangon
- Develop new proposal in response to needs of children, prepare budget for the project, tracking and reporting documents as annual report

- Monitor for program data entry, analyze and produce reports on time
- Collect and review, report monthly project reports, regularly analyze data, provide feedback and suggestions to field team.

- Regularly collect feedback and suggestion from beneficiaries and advise to improve program design or activities to meet the needs of children in targeted areas
- Ensure project reports are submitted in time.
- Work closely with the Yangon coordination team in preparing donor reports and proposal, monitoring the program progress as committed.

Training, guideline, protocol development and other tasks

- Develop protocol, guideline and deliver training for new projects related to integrated child program and mother house i
- Develop health messaging approaches/ intervention through traditional communication and social media platform
- Facilitate good communication and coordination between different departments and donor
- Conduct any other assigned tasks by operation coordinator

MAM Requires:

To be successful in this role you must have:

Education	:	MBBS/Community Health other relevant health professional degree.
Experience	:	Experience in program implementation and management related to child protection and support services. Thorough understanding the nature of children, child psychology, and educated. Experience utilizing and managing database and information management software
Language	:	Fluency in English language and ability to write proposal and report; and communicate with foreign donors
Specifications	:	Familiar with HR, logistic and financial management. Being proactive, ability to independently plan and operate; good interpersonal communication skills, computer literate. Hard working with good commitment and ownership for assigned program, accept flexible working hours and able to work independently.

MAM Offers:

- Salary depending on experiences starting from **559 USD** per month (on a 12 months basis);
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to one month of pay for untaken leave;
- Medical benefits;
- Gratuity Pay;
- Bus Fare Allowance;

Application process:

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

<https://forms.gle/nLtnRnEjJHuWZMn58>

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.