



38/ B (1), Pyi Htaung Su lane,  
TharthanaYeiktha Quarter,  
Near Sayar San Road, Bahan  
Township, Yangon.  
[www.mam.org.mm](http://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:                    Operation Coordinator (Clinics, Kachin) (Re-advertise)**

**Reports to:**                                        Operations Director  
**Job Location:**                                    Yangon Coordination Office (frequently travel to Putao & Hpakant)  
**Deadline for application:**                    11<sup>th</sup> July 2024  
**Starting date of position:**                    As soon as possible  
**Vacancy number:**                                VA- 0055/2024

**Key functional areas: HIV/TB related satellites sites; Harm reduction**

### **Overall Responsibilities of the Role**

Under the direct supervision of Operations Director, Operations Coordinator is responsible to manage the effective and efficient operations of NAP-MAM satellite clinics that perform HIV/TB counseling, testing and treatment services that are integrated with general health care services such as TB diagnosis and treatment, STI, Malaria, PHC, ANC, Family planning and referral of very ill patients to public hospital. Moreover, he/she is responsible to oversee harm reduction activities for People With Injection Drug Users (PWID)s and HIV prevention activities for FSWs and MSMs.

### **Key Responsibilities**

#### **Program Development, Quality and Reporting**

- Identify opportunities for growth and funding, and suggest ideas for developing concept notes and proposals.
- Lead 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 programme through integration, expansion and growth of existing projects and strengthening links with other sectors as appropriate.
- Provide guidance and support in conducting assessments/ surveys/ research and analyse the data and prepare the report in coordination with data and M&E team.
- Prepare regular high quality reports for use by the organisation internally/externally and for donors as per donors requirements.

#### **Program Leadership and Management**

- 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.
- 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).
- Ensure that all project outcomes are in line with the objective of the project as committed to the donors and to the stakeholders.
- 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.

- Carry out field visit with the purpose of monitoring of the programs as well as to maintain and strengthen relations with local level stakeholders including partner organizations.
- Promote innovative ideas in project implementation to ensure most cost efficient and effective program results.
- Coordinate with technical unit to ensure that all statutory M&E processes are carried out on timely manner for all projects.
- Support all local actors in understanding the projects, ensuring ownership, and sustainability beyond the project.
- Keeps abreast of and navigates the conflict dynamics in target locations.

### **Finance and Grants Management**

- Function as the main budget holder of the HIV component of the programme and ensure project budget responsibility with emphasis on efficient and effective expenditure.
- In coordination with the program and finance staff, ensure that the project budget is planned as per the project proposal.
- 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.
- Execute work plans and inputs into budget projections and ensure review and documentation on budget vs actual to monitor spending rate of all the projects.
- Be responsible for supporting the Finance and Grants Department on financial reports from a programmatic perspective.
- Ensure high-quality narrative reports including annual plan, work plan, monitoring reports, etc. are submitted timely to donors and major communication with donors are forwarded to Finance and Grants Department for record.

### **Procurement and Supply Chain Management**

- Lead in the development of project procurement plans in coordination with Logistics Coordinator.
- With support from Technical Team, ensure procurement of pharmaceuticals are in line with MAM Standard Drug List and are in accordance with donor regulations.
- Provide oversight on the standards of all medical and non-medical warehouses/ storages (including field offices) in order to make sure the safe-storage of pharmaceuticals and non-pharmaceuticals.
- To provide general oversight to all HIV projects supply chain system and ensure planning, ordering, storage, transportation, distribution and final delivery to end users are in line with MAM and donor procedures.
- To support and coordinate the movement of stocks between country warehouses and field/ clinic warehouses, and ensure no stock out or overstock happen.

### **Human Resource Management**

- Build a strong program team and contribute to positive cross-departmental collaboration.
- Support the Operation Officer, Deputy 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 via effective implementation of programs in their respective regions/projects.
- Participate in the recruitment of project staff.
- Appraise the performance of junior staff, identifying training needs and promoting a learning environment in coordination with HR/ Administration Department.
- Carry out full-fledged induction of the project objectives and vision to Project Coordinator and Project Medical Coordinators.
- Guide and mentor project staff to enable them to carry out their roles in most effective manner. Ensure that all project staff are complying with government, donor and organizational policies and procedures.

### **Donor liaison. Partnerships and Representation**

- 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 and National level as needed).
- Represent as well as in interactions with government officials both at local and national 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.

- Proactively explore opportunities and participate in key government and partners' meetings to engage in advocacy work to change policies and practices for wider and lasting impact. • Provide strategic guidance to staff for effective partnership management.
- Be updated about all donor requirements, compliance, policies and procedures and ensure its uniform understanding across the organization.

### **MAM Requires:**

#### **To be successful in this role you must have:**

|                 |   |  |
|-----------------|---|--|
| Education       | : | Qualified medical doctor with registration card (SAMA)   |
| Experience      | : | Several years of working experience in program management especially with HIV/AIDS prevention and treatment for FSW, MSM and harm reduction  |
| Computer skills | : | Computer literate in MS Office Package   |
| Language        | : | Fluent in English and Myanmar  |
| Specifications  | : | Good attitude, Interest and motivation to work, motivate and flexible to learn the new things, ability to work independently, provide prompt and accurate data collection and reporting, ability to work under demanding work environments, excellent inter-personal skills and non-judgmental attitude among the team |

### **MAM offers:**

- Salary depending on experiences and qualification, between **900 USD to 1100 USD**
- 20 days of annual leave
- Leave compensation upto one month of pay for untaken leave
- Pension/Gratuity

### **Application process:**

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

<https://forms.gle/yovbW94Qn1c4x44y8>

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](http://mam.org.mm)

**Please note that due to the urgency of this position, applications will be reviewed on an ongoing basis and the organization 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.