



38/ B (1), Pyi Htaung Su lane,
TharthanaYeiktha 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 staffs.

VACANCY FOR: Patient Manager (Clinics)

Reports to: Clinic team leader & medical doctor
Job location: Puta-O, Machanbaw, Hpakant (Kachin State)
Deadline for application: 11th July 2024
Starting date of position: As soon as possible
Vacancy number: VA-0074/2024

Job purpose

Under the supervision of the respective clinic team leader (CTL), medical doctor (MD) and project medical coordinator (PMC), the overall responsibility is to support and facilitate the comprehensive patient's management in MAM clinics

Duties and Responsibilities

- Be responsible for supporting and facilitating patient management in MAM clinic under the guidance of CTL, MD, PMC,
- Be responsible for proper facilitation of patients' follow up.
- To support and facilitate the timely and effective response in line with updated national guidelines and MAM protocols with the support of MDs/CTL/PMC.
- To actively participate in team meetings, and coordination meeting together with medical doctors, CTL, PMCs. counselors, outreach workers, and nurses.
- To lead and facilitate case discussion with medical doctors and counselors.
- Be ensured that professional confidentiality is well respected.
- Be flexible in working as a team together with medical doctor, counselor and nurse.
- Be ensured patients' compliance by regular overviewing the follow up management in communication with the clinic team, out-reach team and community volunteers.
- Be able to inform timely to the line manager on any issue or complication of the patients' illness and medical error and be active in seeking supervisor's opinions.
- Be ensured the effective communication with others both internal and externals to provide and facilitate the quality patient management.

- Be flexible for other duties as assigned by medical doctor, clinic team leader and project medical coordinator.

Training & Development:

- Maintain professional knowledge and competence.
- Attend mandatory training days/courses, on or off site, as and when required.
- Participate in relevant training to achieve required qualifications.

Others:

- Adhere to all MAM rules and regulations, code of conduct.
- Ensure all equipment is clean and well maintained.
- Carry out any other tasks that may be reasonably assigned to you.

MAM requires:

To be successful in this role you must have:

Education	:	Health Assistance or Qualified nurse with updated registration card/ license
Experience	:	At least one-year experience in providing patients care.
Language	:	Burmese, (English optional)
Computer skills	:	Computer literate in MS Office Package (optional).
Specifications	:	Good attitude towards the patients, Interest and motivation to work and care for patients, 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. Motivate and flexible to learn the new things.

MAM offers:

- Salary, depending on qualification and experiences, starting from **250 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;
- Ferry Arrangement;

Application process:

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

<https://forms.gle/aJ8JdLZ1xiCJaNFQA>

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.