



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 staff.

VACANCY FOR: Team Leader (HIV Prevention)

Reports to:	Operation Officer
Other reports to	Project Coordinator
Job location:	Hkamti (Sagaing)
Deadline for application:	26th October 2026
Starting date of position:	As soon as possible
Vacancy number:	VA-0109/2026

Description of the vacant position:

The Team Leader (HIV Prevention) will support the implementation of HIV outreach activities, including but not limited to HIV prevention, care, and treatment for key affected populations.

Program Implementation and Clinical Support

- Facilitate mobile clinic operations, provide clinical consultations to community members at hotspots/meeting places, and deliver necessary healthcare services and service availability awareness.
- Lead the team in ensuring linkage to care, treatment, and other health care services for targeted beneficiaries.
- Conduct focus group discussions and participate in relevant public health awareness events and health days.
- Identify field-level implementation challenges, manage solutions through team/clinic collaboration, and escalate to supervisors with proposed solutions when guidance is needed.
- Monitor local context changes, safety, and security conditions within coverage areas, providing necessary inputs for program direction, strategy updates, and outreach activities.
- Participate in weekly clinic case discussions, monthly program/M&E meetings, and other relevant program sessions.
- Responsible for the replacement of clinic medical doctor upon request for clinic consultation.

Supervision, Monitoring and Work Planning

- Supervise community facilitators in their day-to-day activities, provide necessary operational support, and ensure adherence to daily tasks.
- Lead regular mapping and daily tracking of hotspots/meeting places for all KAPs (PWID, FSW, MSM) for harm reduction and HIV prevention, regularly sharing updates with supervisors.
- Facilitate joint discussions to develop effective work plans for community facilitators; review, adapt, and adjust individual work plans as needed.
- Conduct regular field visits to hotspots to monitor outreach quality, community-based testing (CBS), and adherence services provided by community facilitators.
- Organize weekly outreach team meetings and monitor monthly program achievements to explore ways to improve program quality.
- Submit monthly supervision reports, team activity reports, and combined outreach work plans to the Operation Officer and Project Coordinator in a timely manner.

Medical Action Myanmar is a charitable medical organization, registered at the Dutch Chamber of Commerce under no.: 34345953

Recording and Data Quality Management

- Daily check and maintain data accuracy across confidentiality books, log sheets, CBS testing record books, and commodity distribution logs.
- Ensure data quality (daily, weekly, and monthly) collected by team members and coordinate with the data team for timely corrections.
- Prepare and submit the monthly Team Leader Report and Supervision Report according to established timelines.

Advocacy, Coordination and Stakeholder Engagement

- Lead community-level advocacy and awareness sessions with local stakeholders in assigned catchment areas to ensure smooth and coordinated program implementation.
- Actively coordinate with all stakeholders, including government counterparts, implementing partners (IPs), local CBOs, local authorities, and community members.
- Represent the organization (MAM) in relevant field-level, state-level, and central coordination meetings, workshops, and trainings.

Supply chain management

- Monitor field-level stock of harm reduction commodities and submit requests to inventory holders to prevent stockouts for key populations.
- Provide feedback on supply chain management at both the coordination and field levels.

Financial and Logistics management

- Request and reconcile project-related activity advances in a timely manner using required documentation, adhering strictly to financial procedures and guidelines.
- Review, verify, and process team incentives in accordance with standard guidelines, memos, and SOPs.

Human Resources Management

- Participate in the recruitment process for new team members.
- Conduct annual and bi-annual Staff Development Reviews (SDR) for team members alongside relevant technical supervisors.

Training and Capacity Building

- Deliver relevant project-related training (initial and refresher courses) to team members and volunteers as needed.
- Contribute to the development and adaptation of Information, Education, and Communication (IEC) materials for project implementation.
- Attend all mandatory and relevant technical or operational training required for the role.

Advocacy, Coordination and Representation

- Is the lead for the advocacy at the community level of the assigned catchment areas for the smooth and coordinated program implementation;
- Participate in the relevant advocacy and coordination meeting at field level, state level and coordination level as necessary;
- Able to coordinate with all stakeholders (Government counterparts, IPs, Local CBOs, Local authorities, Local communities, etc.);
- Represent MAM in all relevant training courses, meetings, workshops, coordination activities, etc.;

Others

- Adhere to all MAM rules, regulations and code of conduct;
- Respect and maintain confidentiality, dignity and privacy of beneficiaries;
- Able to accept any other duties or tasks assigned by the supervisors;

MAM requires:**To be successful in this role you must have:**

Education:	MBBS, with valid SAMA
Experience:	At least one-year experience in HIV/AIDS treatment and HIV Prevention activities for KAPs, especially PWIDs. SRHR program experience would be an advantage;
Language:	Fluent in Myanmar and English;
Computer skills:	Computer literate in MS Office Package;
Soft skills:	Non-discrimination or non-judgmental attitude towards KP and patients; Motivated to work and ability to work independently; Flexible and ability to work in demanding and challenging working environment; Able and willing to learn new things.

MAM offers:

- Salary depending on the degree and experience.
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to one month of pay for untaken leave;
- Medical benefits;
- Gratuity pay;
- Accommodation for non-residents;
- Paid home leave including travel cost and time.

Application process:

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

<https://forms.gle/1Y3dncG7m4LrAZWc6>

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.