



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 Patient Manager (HIV Clinic)

Reports to	Medical Doctor
Other Reports to	Nurse Supervisor
Job Location:	Hkamti (Sagaing)
Deadline for application	26th October 2026
Vacancy number	VA-0110/2026

Job Purpose

Under the supervision of the Medical Doctor (MD), the primary responsibility is to support, facilitate, and coordinate comprehensive clinical and patient care management within MAM clinics.

Key Responsibilities

Patient Care & Clinical Management

- Provide quality clinical and nursing care under the guidance of the Medical Doctor, adhering strictly to updated national guidelines and organizational protocols.
- Facilitate patient compliance and treatment retention by overseeing follow-up care in close communication with clinic teams, outreach staff, and community volunteers.
- Dispense general and specific medications strictly follow good dispensing practices, providing clear explanations and usage instructions to patients.
- Promptly inform the line manager of any patient complications, clinical changes, or medical errors, actively seeking supervisory input when necessary.
- Participate in clinical case discussions with medical doctors, counselors, and outreach teams to ensure holistic patient management.

Infection Control & Clinical Maintenance

- Strictly always adhere to infection control standards and safety protocols.
- Ensure proper cleaning, sterilization, and autoclaving of all medical instruments in line with Standard Operating Procedures (SOPs).
- Maintain overall clinic hygiene and proactively raise any infection control concerns or recommendations for improvement to supervisors.
- Perform routine checks and maintenance on clinic equipment (e.g., blood pressure cuffs, digital thermometers, pulse oximeters, oxygen concentrators/cylinders, ECG machines, nebulizers) and report technical issues immediately.

Stock & Cold Chain Management

- Maintain proper medical stock management at the clinic level, ensuring accurate record-keeping and timely preparation of monthly requisitions.
- Monitor and maintain the cold chain system for blood samples, vaccines, and cold-storage medications.

Record Keeping & Data Confidentiality

- Ensure accurate, timely, and organized recording in all clinic registers and patient logs.
- Maintain strict professional confidentiality, dignity, and privacy regarding patient records and medical histories always.

Team Coordination & Communication

- Participate actively in regular team and internal/external coordination meetings.
- Communicate effectively with internal teams and external stakeholders to enhance patient care quality.
- Foster a flexible, collaborative team environment across all clinic functions.

Training & Professional Development:

- Maintain updated professional knowledge, clinical skills, and relevant qualifications.
- Attend mandatory internal/external training sessions, workshops, and courses as required.

Others:

- Adhere to all MAM rules and regulations, code of conduct.
- Carry out any other tasks that may be reasonably assigned by supervisors.

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

Education	:	Qualified nurse or Health Assistance 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 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
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to one month of pay for untaken leave;
- Home Leaves
- Medical benefits;
- Gratuity Pay;
- Hardship Allowance (Re allocation and Food price);
- Accommodation provided for non-residents;

Application process:

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

<https://forms.gle/awKSzLobxBZ2EDJE8>

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.