

VACANCY ANNOUNCEMENT

The Union Office in Myanmar is seeking applications from dynamic and highly motivated Myanmar nationals for the following vacant position.

Title	:	Field Officer
Duty Station	:	Taunggyi, Sagaing
No. of Position	:	Two (2) Positions
Type of Contract	:	Consultant
Duration	:	4 months (Extendable)
Department	:	TB Programme
Reports to	:	Programme Manager
Closing date	:	16th June 2025
Estimated Monthly Gross Initial Salary	:	Around 1,800,000 MMK

BACKGROUND

International Union Against Tuberculosis and Lung Disease - The Union is an International Non-profit Organization based in Paris, France. The Mission of The Union is to end suffering due to tuberculosis and lung diseases, old and new, by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no one is left behind, people are treated equally, and we have a focus on vulnerable and marginalised populations and communities. The Vision of The Union is a healthier world for all, free of tuberculosis and lung disease.

In Myanmar, The Union provides technical support to various stakeholders, partner organisations and institutions in the health sector, with a focus on TB and HIV and has strengthened the local capacity to deliver high-quality services. Key programmes include an Integrated HIV Care (IHC) Programme for People Living with HIV/AIDS, which has been supported by key donor agencies since 2005 to provide outpatient services and prevention activities to People Living with HIV (PLHIV) in 16 ART centres and 36 Decentralized sites in 38 townships in Myanmar. In addition, The Union's Tuberculosis Programmes including community-based TB case finding activities in 13 townships in Upper Myanmar and as of 2015 DR-TB Care, which addresses drug-resistant TB at the community level in 27 townships in Myanmar.

Programmes run by The Union are expected to continue indefinitely and are approved until December 2025. Due to increasing national demands in the current environment in Myanmar, The Union is looking for an experienced and committed person to fill the position of **Field Officer**.

GENERAL MISSION

Field Officer-ACFTB has to work at assigned township /assigned service delivery place and is responsible to carry out quality Community Based TB Care activities implemented by The Union. Under direct supervision, technical and programmatic support from the Programme Manager _ACF-TB and overall supervision from the Deputy Programme Director _TB, s/he has to supervise the activities conducted by community volunteers. S/he has to coordinate with Township Health Department/TB team, occasionally, The Union TB clinical team/ Medical Officer, Project officer, other Field Officer (ACF and MDRTB), MEAL (TB) unit and supporting units.

SPECIFIC TASKS**Supervision**

- Supervise and provide necessary technical & project management to TB community volunteers on all PICTS field activities as per The Union's SOPs of Health Education (HE) session and awareness raising, Directly Observed Treatment (DOT) supervision, Missed Dose and Loss to Follow Up tracing, Contact Tracing (CT), Sputum Collection Centre, Sample transportation and presumptive referral, Mass IEC (Information, Education and Communication) and promotional materials distribution.
- Find and implement effective ways for engaging with the Community Volunteers to conduct community-based TB care activities (Active Case Finding and Case Holding).
- Supervise and monitor the daily work performance and work quality of office volunteers and volunteer counsellors on HIV testing service to presumptive TB patients and Integrated TB Tobacco Control activities, integrated TB DM activities and others.
- Plan and manage the monthly micro-plan and work plan of his/her responsible township to ensure all activities are in align with targets and objectives.

Coordination and Representation

- Take part in organizing mid-year coordination meetings, volunteer training, CBOs advocacy, annual review meeting and other special events.
- Coordinate in meetings and workshops conducted by National Tuberculosis Program (NTP) and other relevant TB partners at township level occasionally.
- Coordinate in proper and systematic recording of Township TB registers.
- Submit monthly micro-plan and work plan to Township health authorities, Local administration office and his/her supervisor on monthly basis.
- Attend and represent The Union in meeting at State/Region level as assigned by supervisor.
- Contribute in operationally Union TB Centre and individual service delivery place assigned by the supervisor.
- Assist the monitoring of activity carried out by clinical team (follow the clinic procedures and guideline measures in sample collection, waste management and infection control procedure).
- Facilitate and supervise the monitoring of clinic security measures (infrastructure and equipment safety) and volunteer performance.

Activities Implementation

- Lead the collaboration with Community Based Organizations (CBO) participation in awareness raising activities and Special Outreach Program.
- Expand the community volunteer network by recruiting new volunteers as targeted.
- Provide necessary trainings (on-job and refresher) to community volunteers to improve skills and knowledge on TB and providing quality services to community.
- Organize regular volunteer meeting with main purpose on recording and reporting by giving constructive feedback to volunteers for their quality of work.
- Under the assigned period in TB Clinic, Field Officer need to support clinic operational flow smoothly and ensure communication of correct instruction in documentation and record keeping

Record keeping and Reporting:

- Is responsible for proper and systematic recording and keeping of project data of his or her responsible Township as per Union's M&E manual

- Is responsible to submit monthly field records and reports to MEAL unit and Supervisor in time
- Has to participate in quarterly reporting at Mandalay the Union Office
- Check and verify the program related data on a monthly regular basic before submission to MEAL_TB Unit
- Actively involved in transition of electronic based recording and reporting process and give necessary inputs/feedback to MEAL unit

Logistics and Financial Management

- Is responsible for the stock management of IECs, Promos, health equipment of his/her responsible township/service delivery place and submit stock indent and report monthly to Project Officer
- Ensure for the effective and efficient management of expense according to The Union's SOP
- Is responsible for monthly financial claim to finance unit and ensure all expenses are to be aligned with The Union's SOP
- Give inputs to Supervisor for monthly advance request

To perform the additional tasks to meet the programmatic requirements assigned by supervisor

ELIGIBILITY CRITERIA

- Bachelor degree (Community Health), Bachelor degree in Nursing Science (B.N.Sc.), Diploma in Nursing
- At least 1-year work experience in related project activities
- Previous experience in supervision and management on community volunteers
- Experience in working with public sectors
- Appropriate technical knowledge on Tuberculosis and community-based project activities
- Good command in both written and spoken English
- Computer literacy specifically in Microsoft Office (Excel, Word, Power-point, Outlook, Access)
- Ability to generate reports, budgets, logistic and other documents in English
- •Be absolutely respectful to all confidential issues regarding information of the employees and patients or any information concerned with programme or issues discussed in the office
- Personal integrity, honesty, and positive thinking
- High level of neutrality
- Good analytical skills with the capability to focus on details
- Ability to think creatively to solve problems effectively and efficiently
- Ability to work in a complex environment with multiple tasks, short deadlines, and intense pressure to produce the required quality work plan
- Ability to prioritize and manage a high-volume workload in a fast-paced work environment, and demonstrate flexibility, integrity and honesty
- Utmost respect for confidentiality, particularly regarding patient information and sensitive program related discussions
- Display of personal integrity, honesty, and a positive mindset in all professional interactions.
- Unwavering COMMITMENT to neutrality and integrity in alignment with The Union's Code of Conduct.
- Alignment with The Union's Mission and Values, showcasing a shared commitment to the organization's overarching goals: [Link to Mission & Values](#)

Application:

Please send your application letter and CV (with THREE contacts for Reference Check), to hr.myanmar@theunion.org.

(Educational Certificates and supporting documents are not required at this stage of the application process.)

The Union Office in Myanmar

Ma-10, 64th Street, between 101st*102nd Streets, Chan Mya Thar Zi Township, Mandalay, Myanmar
(According to the large number of applications received, only shortlisted candidates will be notified for the interview.)

Note:

- While applying please mention the job title in the subject column of your email.
- Applications submitted after the deadline will not be reviewed.
- The Union in Myanmar is a Tobacco-free environment.

The Union has a zero-tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all employees are required to adhere to the Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with and adherence to the Code of Conduct is an essential requirement of all staff.

Disclaimer: The Union does not charge a fee throughout its recruitment process.