



## VACANCY ANNOUNCEMENT

### PROJECT MANAGER – YANGON

#### About Us

Médecins du Monde (MdM) is an international humanitarian organization whose mission is to provide medical care for the most vulnerable populations, the world over, including France. It seeks to stimulate voluntary commitment from doctors, other health care providers, and from those whose expertise in other fields is needed for its activities, to enlist all competent support required for the achievement of its projects, and to seek at all times to encourage close working relationships with populations in its care.

MdM has been operating in Myanmar since 1994. Its main programme delivers comprehensive Harm Reduction and HIV/AIDS prevention, Treatment, and care, focusing on the key population groups of people who use drug (Kachin State), Female Sex Workers and Men having Sex with Men (Yangon area). In Yangon, MdM is implementing harm reduction (sex work) and Sexual and Reproductive Health and Rights (SRHR) programs for sex workers, LGBTQI+, and people living with HIV, with broad community partnership approaches. Current and future strategy focuses on supporting local civil society and health system in scaling up and provision of health services. MdM's programs in Yangon will be mainly focusing on the comprehensive harm reduction and SRHR activities for key populations and community systems strengthening for civil society organizations (CSOs).

This year, Médecins du Monde (MdM) will launch a new three-year project titled "Collective Actions and Social Change for Comprehensive Harm Reduction Among Key Populations in Myanmar." The project aims to improve access to comprehensive harm reduction including Sexual and Reproductive Health and Rights (SRHR) services and strengthen the resilience of targeted beneficiaries – Female Sex Workers (FSW), Men who have Sex with Men (MSM), and Transgender Women (TGW). To achieve this, MdM will implement a comprehensive three-pronged strategy that includes harm reduction and SRH service delivery, a community-based approach, and advocacy for social change. The project will be implemented in partnership with 3 local organizations in four main regions of Myanmar – Yangon, Mandalay, Bago, and Ayeyarwady. The project will support and scale up the delivery of and access to comprehensive harm reduction services, including SRHR services. These services will include harm reduction service delivery, education and counselling, family planning, cervical cancer screening and gender-based violence care all delivered through a comprehensive case management approach.

#### I. Hierarchical & Functional links

Report to : Program Manager

The Project Manager works very closely with Coordinators (Medical Coordinator, TCU Coordinator, MEL Coordinator, Finance Coordinator, Logistics Coordinator, and HR Coordinator) for technical, programmatic, and operational supports. He/she collaborates extensively with local partner organizations and stakeholders. receives the support and works in close relationship with the HR Advisor in MdM headquarters in Paris

#### II. Job Purpose

Based in MdM's Country Coordination Office (CCO), the Project Manager is responsible for the management and day to day supervision of MdMs activities under the Harm Reduction (for sex work) program and activities implemented in the project regions to ensure the timely and quality implementation of MdM's harm reduction (sex work) project.



### III. Tasks and Responsibilities

- To oversee the quality and timely implementation MdMs activities within the project
- Review and provide feedback on partners' narrative and financial reports to ensure compliance with MdMs standards and improve overall project performance.
- To ensure monitoring and analysis of project outputs, deliverables, and achievement of project indicators in line with the project implementation plan, logical framework, and M&E plan.
- To collaborate with focal persons from local partners and monitor implementation of community-based activities by local partners to make sure quality and timely implementation of activities and compliance to donor policies.
- To coordinate, build network, and represent the organisation to relevant external stakeholders, including regional and township health departments, other technical/implementing partners (UN agencies, INGOs, NGOs), local partners (CBOs, self-help groups), and local authorities.
- To contribute to regular internal and external reports including donor/project reports.

#### PROJECT MANAGAMENT

- Supporting the development and implementation of comprehensive plans for partner-led and MdM project activities, ensuring alignment with project goals and objectives.
- Collaborate with focal persons from local partners and monitor implementation of community-based activities by local partners and contribute to the quality and timely implementation of activities and compliance to donor policies.
- Assisting in ensuring that partners receive adequate logistical, financial, and human resources support for daily operations.
- Identifying potential gaps in the projects (including partnerships, beneficiary and community participation, quality of relations with beneficiaries, elements of sustainability) and proposes corrective measures together with the program team.
- Oversee the quality of work through regular visits to outreach sites and to implementing sites of local partner organizations.
- Assist in advocacy and communication efforts, including identifying key advocacy priorities, drafting materials, and engaging with government authorities and stakeholders.
- Supporting the mission in identifying needs and designing new program activities for Harm Reduction (sex work) as requested.

#### ADMINISTRATION, FINANCE, AND LOGISTICS

- Collaborating with the logistics, finance, and human resources teams at the CCO to follow-up on procurements, budget monitoring, and compliance to MdM's and donor policies.
- As part of compliance, he/she endorses daily expenditures with logistic and finance teams (requests for quotations, mission orders, advances) for the project.
- Ensuring that financial transactions are implemented in compliance with MdM's financial policy and partnership agreements.
- Follow up budget consumption and forecast expenses.
- Coordinate with CCO logistics, finance, and human resources teams to make sure the project team receives adequate supports necessary for daily implementation of activities.
- Support the Program Coordinator in preparing and planning the monthly PMT meeting and ensure information sharing.



## STAKEHOLDER COORDINATION AND REPORTING

- Review reports submitted by local partners, provide necessary feedback, and follow-up on action plans.
- Ensuring the consolidation of the monthly and semi-annual reporting provided by the partners, in collaboration with the MEL manager and Program Coordinator, and ensures that they are consistent and coherent. He/she prepares a monthly report on main project indicators, progress, and achievements together with the program team.
- Organizes regular meetings with local partners for effective coordination and follow-up of activities.
- Coordinate, build network, and represent the organisation to relevant external stakeholders, including regional and township health departments, technical/implementing partners (UN agencies, INGOs, NGOs), local partners (CBOs, self-help groups), and local authorities.
- Supporting the regular reporting of project activities implemented to his/her line manager.
- Participate actively in drafting of external and internal reports including donor reports for the project activities implemented, and of narrative, financial, intermediary, and final reports, ensuring that they are written in line with donor requirements.
- This list of activities is not exhaustive and may change depending on the situation. The line manager may request for additional relevant tasks to participate based on program need.

## Qualifications and Experiences

Education (Essential)	<ul style="list-style-type: none"> <li>• Bachelor/Masters in social science studies or public health is desired</li> </ul>
Professional Experience	<ul style="list-style-type: none"> <li>• At least 3 years of project management experience in development/humanitarian context</li> <li>• Previous experience in managing SRHR (Sexual and Reproductive Health and Rights) programs is highly desirable.</li> <li>• Previous experience of managing SRHR programs is highly desirable</li> </ul>
Languages	<ul style="list-style-type: none"> <li>• Excellent English writing/speaking skills.</li> </ul>
Skills Required	<ul style="list-style-type: none"> <li>• Solid experience in project cycle management, including the use of management tools and monitoring &amp; evaluation (M&amp;E) mechanisms.</li> <li>• Experience in partnership development with local organizations, community-based organizations, and self-help groups</li> <li>• Previous experience of working with key populations_ especially sex workers, LGBT+, and people living with HIV/AIDS or other vulnerable populations is a strong asset</li> <li>• Experience in preparing and submitting reports is desirable.</li> <li>• Proficient in Microsoft Office applications.</li> </ul>
References	<ul style="list-style-type: none"> <li>• 2 professional references from previous supervisors</li> <li>• (Name, Position, Organization, Email address and Telephone number)</li> <li>• 1 personal references</li> <li>• (Name, Position, Organization, Email address and Telephone number)</li> </ul>



## MdM SALARY RANGE SOCIAL BENEFITS:

Salary Range: MMK 3,685,961 MMK.

This position is not eligible for relocation.

It is mandatory to save the CVs in PDF with full name.

Social and other benefits: MdM medical benefits, 13 months bonus, severance payment, public holidays, leave benefits (annual leave, sick leave, maternity leave, paternity leave, family leave, casual leave), seniority payment, Travel and Food allowance, Monthly phone top up allowance.

## APPLICATION PROCESS:

If interested, please submit your cover letter and CV quoting “**Project Manager**” as the subject matter to email [recruitment.yangon@medecinsdumonde.net](mailto:recruitment.yangon@medecinsdumonde.net) **By 5pm on 30<sup>th</sup> June 2025.**

Médecins du Monde reserves the right to fill the vacancy before the closing date for applications.  
MdM stands up for the integration of people living with disabilities and fights against discrimination.

Only shortlisted candidates will be contacted.

*Our objective is to create an inclusive workforce that is reflective of the populations we support; we strongly encourage applications from those who are marginalized and considered as vulnerable groups.*