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Médecins Sans Frontières (MSF / Doctors without Borders) is an international medical humanitarian not-for-profit organization. MSF provides assistance free of charge to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. MSF has been working in Myanmar since 1992 and is currently providing healthcare in Kachin, Rakhine and Shan states, as well as Yangon and Thanintharyi regions.

Vacancy Announcement No. YC 25050501

Job title: **Mission Specialized Activity Manager (Flying SRH SGBV FOCAL)**
Job location: **Yangon Coordination Office**
Accountable to: **Medical Coordinator**
Deadline for applications: **19th May 2025**
Employment term: **1-year fixed term contract with possibility of extension**

MAIN PURPOSE OF THE POSITION:

Ensuring the proper functioning and coordination of a (para) medical activity in the Mission (Mental health, Patient Support, Health Promotion, etc.) and providing support to the Project Activity Managers, according to MSF's protocols, standards and procedures in order to ensure the delivery of quality medical care for patients and their communities and to improve the health condition of the population.

ACCOUNTABILITIES:

- Coordinating, monitoring and evaluating the proper functioning of a medical or paramedical activity at mission level according to MSF protocols, standards and procedures, ensuring the implementation of the activity (education and counseling sessions, defaulter tracing, strengthening of support groups, linking with social actors, community awareness activities, etc.)
- Participating in the definition of strategies, protocols and activities of the mission and the projects for his/her activity by assessing mission needs according to the changing medical needs and context (including definition of log frame and budget) and developing tools (e.g. training materials, counseling and education protocols, flyers, flipcharts, games)
- Monitoring and evaluating the activity at mission level by defining indicators, following up tools and designing contingency plans in collaboration with the Project Activity Managers (if required)
- Functionally supervising the Project Activity Managers concerned and providing technical support through regular project visits. Ensuring consistency and promotes cross-learning among the projects
- Participating in close collaboration with the HR Department and with Project Activity Managers, in the associated HR processes for staff involved in his/her activity (recruitment, training/induction, evaluation, detection of potential, development and internal communication) in order to ensure having the appropriate team in terms of size, capabilities and skills
- Supporting the HoM and Medco in representing MSF before the Ministry of Health and other (inter)national partners for any issue concerning the area of responsibility such as national roll-out of area strategies and lobbying for adequate human resources
- Compiling and analysing the data coming from the projects in order to contribute to the mission's reporting. Documenting lessons learned on activities and operational research in this field
- Coordinates the implementation of SRH and SGBV programme and activities, in line with MSF policies, tools, guidelines and protocols, ensuring there is no missed opportunities
- Support in analyzing the possible needs and gaps in SRH/SGBV across the projects and make a proposal of what could be MSF role in the near future
- Strengthen capacities of the teams for ensuring the quality of ANC/PNC/Contraception/SAC services at PHC clinics and contribute to the capacitation of CHWs for CBC, by identifying training needs, and providing qualitative training materials and training
- Strengthen the SGBV response in the projects (safe ID, optimizing the comprehensive care provision, proper referral system and linkage with stakeholders),
- Implement at minimum a simplified package of SV IPV care in mobile clinics or with outreach teams in the community, in hard to reach locations using a minimum simplified package of care consists of psychological first aid, emergency contraception and in addition prophylaxis of STIs
- In coordination with the SV focal points, support the development of work plans, models of care, care delivery, data collection and documentation, reviewing monthly report, analyze, monitor and evaluate the activities

You are offered the opportunity to work with the world's largest medical humanitarian organization and work with very experienced colleagues in a highly professional working environment. Please learn more about MSF and our charter on our website: www.msf.org

- Networking and coordinating with other NGOs, INGOs (e.g. SRHR partner coordination meeting, GBVSC meeting)
- Attend the MRH meeting representing MSF as required
- Compiling and analyzing the data coming from the projects in order to contribute to the mission's reporting. Documenting lessons learned on activities and operational research in the field.
- To support project revised the medical items required for IMO order
- Perform any other relevant tasks assigned by his/her supervisor as necessary

REQUIREMENTS:

Education	Related University degree (e.g. Nursing/ Community Health/ psychology/ Counseling/ social sciences/ communication/ health promotion/ educational sciences)
Experience	Essential, working experience of at least two years in related jobs and of at least one year with MSF as medical activity manager
Languages	Essential mission/good command of English language, local language desirable

What we offer is:

- Competitive Salary (**40 hours per week**), with regular salary benchmarking updates;
- 13th months bonus;
- Loyalty increment;
- All gazetted public holidays as paid off-days, plus two additional holidays;
- 16 paid leaves (including 6 casual leaves) on an annual basis;
- Excellent health care package for staff, spouse and children;
- Extensive local, international and online training opportunities;
- Extra Allowances (if applicable); travel allowance etc;
- For this job opportunity specifically is explicitly for local contract only

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our employees. We welcome applications from individuals of all genders, ages, sexual orientations, nationalities, races, religions, beliefs, ability status, and all other diversity characteristics.

HOW TO APPLY:

- Cover letter (in English language);
- Copy of diploma;
- CV (in English language);
- Contacts of three references (including the supervisor in the most recent work assignment if relevant)

Shall be sent to myanmar-career@oca.msf.org

With a heading "**YC25050501_MSAM (Flying SRH SGBV FOCAL)**"

CV shall clearly state your experience by writing the organisation you have worked, the duration of the employment (which year and how long) and description of the job you performed.

We recommend all applicants to write a cover letter containing an introduction of yourself, explaining why you are applying for the position, and explaining why you think you are suitable for the position.

CVs in English sent to the mentioned email only will be considered

Only shortlisted candidates will be contacted

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact HR Coordinator, myanmar-hrco@oca.msf.org

MSF employees on a full-time contract are not permitted to work for any other employer than MSF. All candidates who are applying for a full-time job committed themselves that after being hired by MSF, MSF will be the only employer.