

**Myanmar Medical Association-MMA TB / AIS Project**

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| **Post** | **Project Officer (DSTB, DRTB & VOT)** |
| **Responsible for areas** | **Yangon (Central) and with duty travel as required** |
| **Duration**  | **May 2024 to September 2024 (3 months’ probation) and extendable** |
| **Vacancy Number** | **6/2024/MMA –TB / AIS Project**  |
| **Vacancy Opening Date** | **1.4.2024** |
| **Vacancy Closing Date**  | **26.4.2024** |

**Functional and Hierarchical Lines**

* Hierarchically accountable to: **Project Manager** of MMA TB/AIS Project**.**
* Functionally accountable to: Senior Project Officer and Project Manager of MMA TB/AIS project.

**Position Profile:**

* Project Officer (DSTB, DR TB &VOT) is responsible for implementation of MMA Private MDR TB Centre /TB Clinics & TB Corners for MMA TB PPM private sector setting and VOT (Video Observed Treatment) for DS/DR TB patients for both facility based and community volunteer-based settings in Yangon project townships. He/she also needs to facilitate smoother operation for detection of DS/DR TB, diagnosis, case notifications, treatment enrolment and case holding at MMA DR TB centre/s till the successful treatment completion, and other MDR TB related AIS activities according to the grant status under the guidance of Senior Project Officer and Project Manager of MMA TB /AIS project in line with the updated National DR TB management guidelines and SOPs.
* He /She collaborates with PMD/MMA/ NTP, NAP, Prime partner and other related partners under the supervision of PM, MMA TB Project as needed.

**Duties and Responsibilities**

* Responsible for training on DR TB care & management and VOT for DR TB patients for project staff /MMA MDR TB Centre team /field staff/volunteers of MMA TB/AIS Project in coordination with NTP & other technical partners.
* Responsible for establishment of MMA Private DR TB center & application of VOT for DR TB patients under the guidance of MMA TB/AIS project in coordination with NTP/Prime / other partners.
* Responsible for monitoring & supervision to facilitators, volunteers & DR TB patients DOT provision through VOT application to MDR TB patients, carrying out contact tracing, referring presumptive TB care for testing.
* Responsible for supervise, follow up, review and verify the providing monthly allowance (TA) to project staff. field staff, volunteers & DR TB patients enrolled in NTP at project implementing townships.
* Responsible for GPs and Field Staffs, volunteers to enable them to recognize and refer suspected cases of MDR TB to diagnosis TB center for screening of Gene X pert & notifications of DR TB patients from MMA PPM TB private sector settings
* Responsible for planning, implementation, reporting, monitoring and management of MDR TB related AIS activities as assigned by Project Manager.
* Responsible for day-to-day management of MDR TB activities and ensure that they are implemented as planned.
* Verify data of MMA MDR Community Volunteers report monthly.
* Conduct supervisory and monitory visits to field project staffs, GPs and MDR TB volunteers in assigned project areas.
* Submit field visit reports to Project Manager in a timely manner.
* Responsible for all project activities that are directly or indirectly related to the achievement of project’s objectives.
* Participate and facilitate in meetings, national or international mission visits, internal or external audit visits at various levels.
* Ensure that project’s financial and logistic procedures are met as per set internal or external rules whenever the respective project activities are implemented at different levels.
* Perform other related duties as required as per grant status & assigned by Senior Project Officer and Project Manager of MMA TB/AIS Project.

**Requirements:**

* Must be a graduate from a recognized medical university (M.B., B.S); preferably post graduate degree or diploma in Public Health.
* Have at least two-year experience in project management and Clinical management in health sector preferably in TB /DR TB Project activities and experience in digital adherence technology for TB care.
* Must be in good health.
* **Life member of MMA and valid General Medical License.**
* Experience in Project Cycle Management.
* Have proficient in English Language.
* Have flexible and an empathetic attitude and team spirit.
* Able to work in a multicultural context.
* Have strong interpersonal and communication skills.
* Able to work independently and also in a team to meet goals and deadlines.
* Able to delegate and direct others in a positive and culturally sensitive way.
* Able to work under pressure.
* Have computer skills in Microsoft Word, Excel, and Power Point.
* **Need to follow MMA Code of Ethics.**
* **Immediate family members of a staff are not allowed to apply for a position for a position in the same project in MMA.**
* **Have integrity of character and zero tolerance of Sexual Exploitation, Abuse and Harassment.**

**Application Addressed to:**

Please send your signed application in ***the prescribed*** ***form*** together with updated CV, educational credentials and reference to **Senior Manager, Program Management Department, Myanmar Medical Association** at 249, Theinbyu Road, Mingalartaungnyunt Township, Yangon, personal or by post and advance copy by email to tinttunkyaw1957@gmail.com , ihdmmam@gmail.com and mmatb.ais.pa@gmail.com not later than **26.4.2024.**

***(More information is available at MIMU:*** [***www.themimu.info***](http://www.themimu.info)***, MMA website or MMA Program Management Department, 249, Theinbyu Road, Minglartaunnyunt Township, Yangon Phone Number +95-1-8399474)***

**{မှတ်ချက်။ ။ လျောက်ထားသူသည် ဆရာဝန်ဖြစ်ပါက (အထွေထွေဆေးကုသခွင့်လိုင်စင်) သက်တမ်းရှိသူ**

 **ဖြစ်ရပါမည်။**

 **(၂) လျောက်ထားသူသည်အစိုးရဌာနတစ်ခုခုတွင်ဝန်ထမ်းအဖြစ်တာဝန်ထမ်းဆောင်ခဲ့ဖူး**

 **ပါက၊ သက်ဆိုင်ရာဌာန၏နှုတ်ထွက်ခွင့်၊ ခွင့်ပြုစာ(သို့မဟုတ်)ခိုင်လုံသည့်အထောက်**

 **အထားမိတ္တူပူးတွဲတင်ပြရမည်ဖြစ်ပါသည်။**

 **(၃) စီမံချက်ဒေသများမှာ ပြည်နယ်/တိုင်းအတွင်း ခရီးသွားလာရမည် ဖြစ်သည့်အတွက်**

 **(Security Risk) နှင့် လတ်တလော (COVID-19) ဖြစ်ပွားနေခြင်းကြောင့်**

 **စီမံချက်လုပ်ငန်းတာဝန် ထမ်းဆောင်ရန်ဆန္ဒရှိသူဖြစ်ရပါမည်။**

 **(၄) Vacancy Announcement တွင် ဖော်ပြထားသည့်အချက်အလက်များပြည့်စုံစွာ**

 **ဖြည့်စွက်ပေးပို့သည့် Form, CV များကိုသာ(Short List)တွင်ထည့်သွင်းစဉ်းစားမည် ဖြစ်ပါသည်}**

**MMA Vacancy Application Form**

Color Photo

1. **Vacancy Particulars**

(1) Vacancy Notice No. **----------------------------------------------------------------------------**

 (2) Date of Issued **----------------------------------------------------------------------------**(3) Applied /Post/ **----------------------------------------------------------------------------**

 Title/Designation

 (4) Project Name **----------------------------------------------------------------------------**

(5) Date of application **-------------------------------------------------------------------------**

**(B) Personal Data**

(1) Name **----------------------------------------------------------------------------**

(2) Date of Birth **----------------------------------------------------------------------------**

(3) Age **----------------------------------------------------------------------------**

(4) Father's Name **----------------------------------------------------------------------------**

(5) Sama Number **----------------------------------------------------------------------------**

(6) Nationality **----------------------------------------------------------------------------**

(7) N. R. C No. **----------------------------------------------------------------------------**

(8) Permanent Address **----------------------------------------------------------------------------**

 (9) Phone No. **----------------------------------------------------------------------------**

(10) E-mail **----------------------------------------------------------------------------**

(11) Contact Address **----------------------------------------------------------------------------**

 (12) Education Background

***Institution Year Degree/Diploma/Certificates Place Major***

1. ***----------------------- --------- ------------------------------------------ --------- -------***
2. ***----------------------- --------- ------------------------------------------ --------- -------***
3. ***----------------------- --------- ------------------------------------------ --------- -------***
4. ***----------------------- --------- ------------------------------------------ --------- -------***
5. ***----------------------- --------- ------------------------------------------ --------- -------***

 **(C) Previous Experiences/ Exposures (Starting from most recent period)**

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| --- | --- |
|  (1)Job/ Designation |  |
| (2)Department/ Organization |  |
| (3)Period |  |
| (4)Duration |  |
| (5)Duties and Responsibilities |  |
| (6)Reason for Leaving |  |

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| --- | --- |
| (1)Job/ Designation |  |
| (2)Department/ Organization |  |
| (3)Period |  |
| (4)Duration |  |
| (5)Duties and Responsibilities |  |
| (6)Reason for Leaving |  |

(D) Why does the position interest you?

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 **(E) Two Professional Referees**

 Name **----------------------------------------------** Name **-----------------------------------**

Title **----------------------------------------------** Title **-----------------------------------**

 Employer **----------------------------------------------**  Employer**-------------------------------**

Address **----------------------------------------------** Address**---------------------------------**

 Phone **----------------------------------------------**  Phone **-----------------------------------**

Email **----------------------------------------------** Email **-----------------------------------**

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Signature of Application

**Note:**

Lists of Documents to be photo copied and attached

1. All academic certificates (Doctorate/Master/Bachelor/Diploma/Certificate)
2. Myanmar Medical Council Certificate
3. Sama Card
4. Myanmar Medical Association membership card