

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

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| **Post** | **Project Officer (M&E)** |
| **Responsible for areas** | **Yangon (Central) and with duty travel as required** |
| **Duration** | **April 2024 to September,2024 (3 months’ probation) and extendable** |
| **Vacancy Number** | **5/2024/MMA –TB / AIS Project** |
| **Vacancy Opening Date** | **25.03.2024** |
| **Vacancy Closing Date** | **26.04.2024** |

**Functional and Hierarchical Lines:**

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

**Position Profile:**

* Project Officer (M&E) will play a vital role in supporting the data management, reporting, monitoring, and evaluation activities of the MMA TB/AIS project. He/She will work closely with the project team to ensure accurate data collection, analysis, and reporting for effective project monitoring and evaluation process in conformity with USAID M&E guidelines. He/she is also responsible in research area of the project whenever necessary that are directly or indirectly related to achievement of project’s objectives.

**Duties and Responsibilities**

* Develop and implement robust data management systems, including data collection, entry, verification, and storage.
* Conduct regular data quality assessments and ensure adherence to data standards and protocols.
* Prepare timely and accurate reports, both narrative and statistical, for internal and external stakeholders.
* Support the design and implementation of monitoring and evaluation frameworks, including the development of indicators, data collection tools, and M&E plans as well as standard operating procedures related with the project.
* Analyze project data, identify trends, and provide recommendations for program improvement.
* Contribute to exploration, development of research areas as needed and implementation of research studies and evaluations related to the MMA TB/AIS project.
* Establish and maintain effective feedback mechanisms, ensuring that project beneficiaries and stakeholders are actively engaged in providing feedback and suggestions for program improvement.
* Supervise the M&E assistant and Data assistants, providing guidance, support, and mentorship to ensure the accurate and timely completion of tasks.
* Provide data assistance to project teams, including troubleshooting data management issues, conducting data quality assessments, and implementing data improvement strategies.
* Provide training and capacity-building support to project staff on data management, M&E tools, and reporting protocols.
* Collaborate with the project team to ensure compliance with donor reporting requirements and support the coordination of M&E activities with other project components if necessary.
* Carry out monthly M & E visits in collaboration with M&E staff of PMD.
* Conduct supervisory and monitory visits to field project staff and GPs in assigned project areas.
* Perform other related duties as required & assigned by MMA TB/AIS Project.

**Requirements:**

* Must be a graduate from a recognized medical university (M.B.,B.S)
* Preferably holds a master's degree in a related field such as Public Health, Epidemiology, Biostatistics, or Monitoring and Evaluation.
* Proven experience in data management and M&E methodology, framework and tools in the context of public health projects, with a specific focus on TB programs& preferably experience with TB screening & care related innovative tools eg CXR CAD/VOT ..etc .
* Strong proficiency in data analysis software and statistical tools and must have other computer skills i.e Microsoft office.
* Preferably research skills, including experience in designing and conducting studies, data collection, and analysis.
* Strong communication and interpersonal skills to effectively engage with project stakeholders.
* Familiarity with feedback mechanisms and approaches for program improvement.
* Must be in good health.
* Must be proficient in English Language.
* Must be flexible and have an empathetic attitude and team spirit.
* Have strong interpersonal and communication skills.
* Able to work independently and also in a team to meet goals and deadlines.
* Ability to work well under pressure.
* **Life member of MMA and valid General Medical License.**
* **Need to follow MMA Code of Ethics.**
* **Immediate family members of a staff are not allowed to apply 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](mailto:tinttunkyaw1957@gmail.com) , [ihdmmam@gmail.com](mailto:ihdmmam@gmail.com) and [mmatb.ais.pa@gmail.com](mailto:mmatb.hrd@gmail.com) not later than **26.04.2024.**

***(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။ (၁) လျောက်ထားသူသည်ဆရာဝန်ဖြစ်ပါက(ဆမ)သက်တမ်းရှိသူဖြစ်ရပါမည်။**

**(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)**

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

|  |  |
| --- | --- |
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| (6)Reason for Leaving |  |

|  |  |
| --- | --- |
| (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