

VACANCY ANNOUNCEMENT

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

Position Title : Field Officer
Duty Station : Muse
No of Position : One (1) Position
Duration : Till end of December 2024
Department : Tuberculosis
Reports to : Programme Manager
Closing date : 02nd May 2024

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 MDR-TB Care, which addresses drug-resistant TB at the community level in 27 townships in Myanmar.

The Union is part of the HIV/TB Agency, Information and Services (AIS) Activity, which is funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) as well as the Accelerator to End Tuberculosis (TB Accelerator) through USAID. The AIS Activity provides a free, confidential and comprehensive range of TB prevention, testing and treatment services specifically tailored to help people live a healthy life, prevent the spread of new infections and suppress TB in Myanmar.

Programmes run by The Union are expected to continue indefinitely and are approved until December 2024. Due to increasing national demands in the current environment in Myanmar, The Union is looking for an experienced and committed person filling the position of **Field Officer**.

GENERAL MISSION

Under the supervision of the Programme Manager_DR TB, the Field Officer_DRTB has the following duties and responsibilities:

DUTIES AND RESPONSIBILITIES**Program Implementation**

- Selection and recruitment of community volunteers for project-related activities and assign the volunteer for DOT provision to DRTB patients
- Facilitate in the preparation of endorsed DRTB patients list and provision of socio-economic support package and systematic contact investigation to these patients

- Supervision of the activities carried out by the community volunteers, peer counsellors (IEC distribution, HE session, DOT, counselling, contact tracing and referral, loss to follow-up tracing, support patients' follow up appointment, sputum and lab result transport)
- Strengthening infection control practices at DR TB patient's home and workplace
- Monitoring DR TB treatment progress and drug side effects by regularly visiting patients' home, providing adherence counselling and supporting proper and timely referral
- Travel to assigned cover townships for collaboration with concerned TB coordinator, onsite training to volunteers, DR TB patient home visit and volunteer supervision visit
- Assist in the township space rental and workplace management of service delivery sites as required
- Assist in The Union's TB clinic or service delivery point for presumptive DS/ DR TB diagnosis, contact tracing, referral to outsourcing facilities and NTP for further investigations, DS/ DR TB patients follow up appointment and drug dispensing recording and reporting and sample transport to GXP and culture sites
- Assist presumptive DR TB cases identification, diagnosis and those requiring DRTB treatment by facilitating in the specimen transportation and proper counselling to receive treatment as early as possible.
- Assist program manager_DR TB in organizing and facilitation at volunteer capacity building at assigned township (in person or virtual).
- Under the supervision of Programme Manager, Field officer needs to be proactive in maximizing the outputs of volunteers
- Participate actively in regular & new project activities including digital health technology
- Regular updating township DR TB map (where relevant) with registered DR TB cases in coordination with MEAL_TB team members
- Providing on-site training (in person or virtual) to community volunteers to ensure they gain the correct knowledge of DR TB and community level management of DR TB cases (DOT, HE, etc.), organize monthly volunteer recording and reporting.
- Annual TB screening of community volunteer

Coordination:

- Active participation in preparation and implementation of DR TB related activities at assigned townships with the coordination of relevant partners and volunteers at Township Health Centre with the agreement of TB focal person or authorised person
- Organizing coordination or advocacy meetings / events with all relevant stakeholders (CBO/CSO, Local NGOs and community volunteers) under the supervision of The Union Programme Manager (DR TB)
- Coordination with other program team members for workplace management of service delivery sites

Logistics and Financial Management

- Responsible for the stock management of IECs/Promo/infection control items in assigned township(s)
- Regular maintenance of The Union distributed assets and vehicles (e.g. laptop, tablet, printer and motorbike, furniture, etc) according to The Union policy and standards
- Responsible for the financial management including preparing and submitting regular financial report related to DR TB project activities of assigned township(s)

Recording and Reporting

- Responsible for proper and systematic recording and keeping of DRTB project related documents, using both paper- based and electronic recording and reporting system
- Report monthly community volunteers' activities and other project related documents to Programme Manager (DR TB), Finance and MEAL_TB team

Others

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

RECRUITMENT CRITERIA

- Bachelor's degree in a health-related field such as Nursing Science or Public health or Community health. A diploma in Nursing or midwifery with 2 years of relevant working experience is considered in lieu of a bachelor's degree.
- At least 2 years of work experience in health-related project activities
- Previous experience in supervision and management of community volunteers
- Working knowledge in handling project-related indicators and targets
- Written and spoken English is needed to complete tasks
- Computer literacy specifically in Microsoft Office (Excel, Word, PowerPoint, Outlook,)
- Residents are encouraged to apply
- Experience in tuberculosis control activities
- Ability to generate reports, budgets, logistics and other documents in English
- Utmost respect for confidentiality, particularly regarding patient information and sensitive program-related discussions.
- Display 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.