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Operational Coordinator

We are looking for an energetic and enthusiastic **Operational Coordinator** for our malaria / TB / malnutrition and basic health care project in **Yangon**.

Job Title:	Operational Coordinator
Place within the organization:	Accountable to Director
Job location:	Yangon and MAM Project Locations
Deadline for application:	15 February 2016
Starting date of position:	As soon as possible

MAM is an international NGO supporting health activities in Myanmar focusing on Basic health care, HIV, TB, Malaria. MAM operates with funds of institutional donors (3MDG, Global Fund and WFP) as well as private funding. The projects aim to provide large-scale access to prevention, diagnosis & treatment of malaria and basic health care in several Townships. MAM supports a number of clinics with laboratory testing and provision of effective anti-malaria medicines and basic health activities, and a large number (+/-1000) of Community Health Workers (CHW). These volunteers are trained in rapid diagnostic testing and supplied with diagnostics and treatment for malaria as well as a number of other Basic HealthCare diseases. Furthermore an Active Case Finding component for Tuberculosis and Malnutrition is part of the projects. The project activities are supported by an extensive monitoring component including BCC (behavior change communication) activities. In addition to health activities, medical research is undertaken to improve the management of malaria and infectious diseases in general.

Description of the position;

The operational coordinator is part of the management team together with the general director, the medical director, 2 operational coordinators and resource director. The 3 operational coordinators manage the MAM projects with over 450 staff, 7 clinics and approximately 1000 CHWs.

Main Responsibility

Operational management:

- To manage the set-up of new and maintain existing projects in line with donor requirements and MAM strategies;
- To ensure projects are well functioning through management of project coordinators and their local staff working in the projects;
- To follow up on the monthly project reporting and support the projects regarding constraints, challenges and donor requirements;
- To manage the planning, supply, monitoring and evaluation of the project activities to ensure optimal functioning Community Health Workers;

- To manage and ensure proper data collection, management and analysis regarding project output;
- To analyze and monitor the project activities and make recommendations for improvements;
- To prepare bi-yearly donor reports in the defined time frame;
- To prepare any requested relevant report in relation to the project;
- To report to the director concerning the project progress.

Human resources management:

- To recruit necessary key manpower and supervise recruitment on project level;
- To supervise and to coach the personnel in the project (approximately 100 staff);
- To perform briefings, performance discussions and debriefings of the key project staff;
- To optimize the use of human resources potential;
- To perform capacity building and training sessions for field staff.

Financial & logistic management:

- To monitor the project expenditure in cooperation with the financial coordinator;
- To identify budget difficulties and prepare for reprogramming and budget revisions;
- To ensure proper logistic arrangements according to donor requirements in cooperation with Logistic Coordinator;
- To prepare drug orders based on average monthly consumption and provided stock levels;
- To prepare asset orders in line with donor agreements.

Representation:

- To represent the project on a national and state level in relation to authorities (government and non-government);
- To support project staff for representation on local and township level;
- To negotiate with other project stakeholders;
- To represent MAM in donor meetings, discussions and negotiations.

Donor relations

- To participate in proposal writing;
- To participate in budgeting and output targeting;
- To facilitate donor visits;
- To deliver additional donor requests.

Requirements

The operational coordinator is a senior position. Only people with extensive project management should apply.

Education	:	Master Degree in relevant field
Experience	:	:Minimal 5 years of Experience in Project Management for an international organization; Experience working in Myanmar or Asian context is an advantage; Experience in a medical organization is an advantage.
Skills	:	Knowledge of Microsoft Excel, Word and PowerPoint; Social and motivational skills.
Language	:	Fluent in English
Specifications	:	Hard working, accept flexible hours and able to work independently, willing to travel to project areas, highly motivated to learn.

Application process

Interested? Qualified candidates can send their application to:

- **Medical Action Myanmar | Human Resources Department**
No 32 (A/1), Kokkine Swimming Club Lane Saya San Road
Thar Tha Na Yeiktha Quarter, Bahan Tsp, Yangon
Email address: hr@mam.org.mm

Deadline of application: 15 February 2016

All applicants must send a **Letter of Motivation and Curriculum Vitae** (no longer than four pages). Both must be in the same language as this vacancy note. Applications with only CV (so without Application Letter) will not be considered. Please mention with your application the Position Title and, if applicable, location for which you apply.

There is no need to send scans or copies of any certificates or diploma documents, these will only requested to bring during job interview.

Please note that only pre-selected candidates will be contacted.

For more details on this position please contact Medical Action Myanmar, HR officer at hr@mam.org.mm or 01 544537.

For further information on Medical Action Myanmar, please consult our website www.medicalactionmyanmar.com