MEDECINS DU MONDE FRANCE seeks

A Project Manager (M/F)

For Myanmar (based in Hopin, Kachin State and is open only to Myanmar nationals)

For more than 30 years, Médecins du Monde, a campaigning medical organisation committed to international solidarity, has been caring for the most vulnerable populations at home and abroad. It has continued to highlight obstacles that exist in accessing health care and has secured sustainable improvements in health-for-all policies. Those working for this independent organisation do not solely dispense care and treatment but condemn violations of human dignity and rights and fight to improve matters for populations living in precarious situations.

MdM currently works in 46 countries across all continents where it focuses on 4 priority areas: caring for the health of migrants and displaced persons, promoting sexual and reproductive health, combating HIV and reducing the harm and risks associated with drug use, crises and conflicts.

MdM has been working in Myanmar since 1992. Currently, MdM is implementing HIV/AIDS project in Yangon and Kachin and Mother and Child Health project in Pyapon.

TASKS AND RESPONSIBILITIES:

The Project Manager works for a HIV/AIDS project aiming at reducing HIV transmission and HIV/AIDS-associated morbidity and mortality amongst the high-risk and marginalized population of Drug Users (DUs), injecting and non-injecting in Kachin State.

The Project Manager mission is to coordinate and supervise program implementation, for both medical and prevention components, at township level, to ensure completion of expected outputs.

Duties Description

1. PROJECT IMPLEMENTATION

  1.1 Coordinate and supervise all operational activities of the project to ensure objectives are met

  • Coordinates and supervises the implementation of operational activities at project site level:
    o Set up work objectives and action plans for the prevention and medical team.
    o Follow up progress towards objectives through reporting system, identifies problems and proposes solutions through discussions with the project team.
    o Oversees the quality of work through regular visits to the clinic, the laboratory, the DIC and the outreach locations (medical and prevention outreach)

  • Ensures the respect of protocols and guidelines, as well as safety and security rules in all sites.
  • Helps in site problem solving with the collaboration of regional and/or capital technical and support services.

  1.2. Monitor and evaluate project results

  • Monitors monthly project key data (budget main expenses, pharmacy consumptions, medical & preventive key figures…) to optimize the management of the project.
  • Ensures data collected are true, consistent and coherent. Collects formally and informally feedback from beneficiaries and host communities about the project.
  • Prepares a monthly report on main project indicators, based on Sphinx and key registers of project site. Submits it to the Medical Coordinator no later than the 7th of each month.
  • Prepares data for 3 or 4-month TB/AIR cohort reviews and reports for his/her centre, and organises the reviews under guidance of the medical advisor.
  • Holds a program review with his/her team in preparation of the Kachin program review.
  • Takes part in evaluation of activities, under guidance of the Field coordinator; proposes changes in activities and methods within the existing objectives to better ensure achievements of results.
2. PERSONNEL MANAGEMENT

- Recruits site team members (definition of needs, selection) in collaboration with technical supervisors, provide induction training for newcomers. For relocated positions (such as medical doctors and nurses), the recruitment process can be delegated to other staff members such as medical advisor, medical coordinator.
- Draws up job descriptions for each team member directly supervised by him. Organise team work and planning.
- Makes sure that team members are working according to their job descriptions and following MDM rules.
- Plans, prepares and chairs weekly project site management meeting.
- Ensures effective communication within the team and facilitates interactions within the team and other services. Manages situations of conflict and ask for support to hierarchical and technical supervisors when needed.
- Mobilizes and stimulates the team to meet the objectives established together.
- Evaluates performance of team members: leads the annual evaluation interview for team members under his/her direct responsibility and support the intermediary managers/supervisors in preparing the evaluation interview of their staff.
- Evaluates training needs and contributes to the training of team members.
- Assesses the workload of project staff at site level and anticipates workload evolutions to initiate and propose appropriate measures (including reducing size of teams, shifting tasks between team members, hiring of additional temporary staff) to the Field coordinator in due time.
- Is a role model in terms of management practices and attitudes, pays specific attention to the respect of internal rules and regulations, code of conduct and staff management rules in the teams.
- Supports his/her managing staff members (logistic assistant, clinic team leader, prevention supervisor) in their role of manager, in particular regarding disciplinary management (leads staff interview in case of misconduct, requests for the suitable sanction to the Field coordinator, supports the line-manager in sanction implementation).
- In close collaboration with the Field coordinator and the medical coordinator, anticipates, proposes and coordinates job evolution, career development and internal mobility of senior staff, with a view to favouring senior staff retention.

3. PROGRAMME MANAGEMENT AND STRATEGY

- Participates actively in Kachin management meetings and ensure implementation of the decisions taken in operational aspects of the project.
- Submits a bi-weekly management report to the site coordinator (including context analysis, programme progress, management issues...).
- Keeps informed about major developments concerning his/her field of activity, both in Myanmar and Internationally.
- Takes part in needs assessment of the target population. Keeps updated about the drug market situation in his area of work, outreach context.
- Takes part in the programme design for all components (prevention, medical, advocacy policy), proposes changes in programme objectives for long term strategy.

4. EXTERNAL REPRESENTATION & COMMUNICATION

- Represents MDM with stakeholders (NGOs, local authorities, communities) for the purpose of the programme (trainings, support in fields where MDM does not work, field coordination of activities, etc.).
- Is responsible for the implementation of the advocacy strategy for harm reduction (increase awareness of communities and local authorities about harm reduction approach and benefits, maintain good relationships with all stakeholders such as police, CCDAC, SPDC) at township level.

5. ADMINISTRATION, FINANCE AND LOGISTICS

- Identifies current and future needs (staffing, equipment, consumables) for the project, and gives inputs into budget constructions, for MDM and donor budgets.
- Endorses daily expenditures (requests for quotations, mission orders, advances) for his project, up to a limit set in the finance guidelines.
- Follows the main expenditures of his centre compared to annual and donor budget, through budget follow up established by the admin coordinator and the Kachin Administration Supervisor.
- Signs a monthly cash count of the cash-in-hand with the site Administrator, after physically counting the cash and checking balance of the cashbook.
- Supervises directly the work of the site administrator and of the logistician in Project site. Agrees on work priority with their technical supervisor (Admin Supervisor and log supervisor based in KCO,Myitkyina) and guarantees that reporting is sent on time to KCO,Myitkyina.
- Guarantees the compliance to logistics and admin-finance guidelines, such as human resources administration rules, procurement rules, stock management, cash management in his project.

This job description only serves as a guide for the advertised position.
CONDITIONS OF EMPLOYMENT:
Closing date of Application: Opened until Candidate Identified
Starting: As Soon As Possible
Contract: Employee fixed term contract/Full time
Based in Hopin, Kachin State

SKILLS AND EXPERIENCE NEEDED:

Education
- Completed University Degree in any of the following specialities: Public Health, Medical Science, Social Work, Public Administration, Program Management.
- Complementary academic skills in the field of Public Health and or Project Management.

Professional Experience:
- Minimum 3 years working experience in NGO’s, possibly in Health programs, out of which 2 years in senior management position
- Previous experience in the field of Harm Reduction with I/DU’s and HIV/AIDS prevention and care
- Familiarity with Drug use environment

Personal characteristics:
- Strong interpersonal skills
- Ability for analytical and strategic thinking; results orientation
- Initiative and sound judgment
- Flexibility: demonstrated ability to carry-out “multi-tasks”
- Special interest in humanitarian and social work

Languages:
- Fluent oral and written English
- Knowledge of Kachin language (Jinghpaw) is an asset

Competencies:
- Proven managerial ability (project management, team management, budget, M&E etc.)
- Integrity, commitment and respect for diversity
- Good communication skills (ability to represent MDM with authorities, partners and health stakeholders)
- Proven writing skills (ability to write clearly and concisely both in Myanmar and English)
- Excellent computer literacy (Windows environment, MS Office applications including Word, Access, Excel and Power Point)
- Good understanding of public administration mechanisms, in particular in the field of Health (Hospitals, SHD, NAP, NTP, Township Medical Offices etc.)

You are committed to MDM’s Values as an organisation and motivated by its non-statutory, NFP model.

INTERESTED?
Please send a CV and a covering letter to the following address:

office.mdmmyanmar@gmail.com

Or

MDM Country Coordination Office, Yangon
No. 11 (B), Mahar Myaing Street, Sanchaung Township, Yangon

MdM stands up for the integration of people living with disabilities and fights against discrimination.

TELEPHONE APPLICATIONS WILL NOT BE ACCEPTED

Due to the urgency of the role, MDM reserves the right to interview candidates before the closing date.