



JOB VACANCY
INTEGRATED MNCH/SRHR TOWNSHIP PROJECT MANAGER
(1 Posts in Myitkyina- Kachin State)

MAHAMATE @ Alliance Myanmar is the non-governmental organisation (NGO) that supports community action on AIDS response through strengthening the capacity and providing technical and financial support. Alliance Myanmar in partnership with CBOs and Networks has been implementing projects, mostly on HIV preventions, testing, care & support, ART treatment and promoting the rights and reducing the stigma and discrimination against key populations including people living with HIV but also has implemented other related project activities such as Sexual and Reproductive Health and TB. MAHAMATE @ Alliance Myanmar in line with its strategic plan is expanding its scope of work to cover other relevant health issues as well. With the support of UNOPS through Access to Health Fund, Alliance Myanmar is expanding Maternal Newborn and Child Health (MNCH) and Sexual and Reproductive Health and Rights (SRHR) activities in Kachin and Southern Shan State. It has formed a Consortium together with Marie Stope International in Myanmar to implement the project. MAHAMATE is going to take responsibility for MNCH activities in Myitkyina, Moguang, Mohnyin, Tanai in Kachin State and SRHR activities in both Kachin and Southern Shan while MSI is going to take responsibility for MNCH activities in Southern Shan.

PURPOSE OF THE JOB

The Township Manager is a key person to ensure project activities are planned, implemented and monitored & evaluated well in collaboration with all the stakeholders at township level. He/she will be a key contact person to coordinate with all stakeholders including donor and government health departments.

DUTY STATION

Each township manager will be posted in Myitkyina and Myitkyina team will take care of implementation in Moguang as well.

JOB RESPONSIBILITIES

The Township Manager is the lead person for respective township. He/she will be responsible for the implementation of Integrated MNCH and SRHR project funded by Access to Health Fund. The successful candidate is expected to:

1. Coordination and Advocacy

- Liaise and coordinate with township health departments, government departments, local authorities, partner agencies and other stakeholders for maternal and child health matters in the respective township
- Develop an effective coordination system for better integration and harmonization among partners
- Maintain a friendly and professional working environment in the project office in the respective township

2. Project Management

- Organize, plan and implement project activities being operated at the township level and proactively identify and manage issues as they arise
- Lead and supervise the project team in implementing project activities
- Monitor and evaluate project achievement
- Prepare costed work plan and submit monthly cash projection and advances to Yangon Office team
- Monitor and report all project expenditures for the township activities
- Conduct field visits to monitor the progress of project activities and team performance in the community, ensure relevance to the community needs, support coordination at the village level
- Ensure collection of data regularly according to the systems and requirements, and preparation of timely reports on project activities for the township
- To identify opportunities to organize, administer and facilitate capacity building activities for both staff and the stake holders to build skills and empower people

3. Team Management

- Manage field teams including motivation, supervision, personal development, performance appraisal, and disciplinary issues
- Provide necessary support for required skills and professional development as required
- Ensure field team members practice HR policy and promote team building in coordination with Yangon Office

4. Monitoring and Evaluation and Reporting

- Conduct necessary field trips for monitoring and evaluation
- Validated data are compiled for reporting
- Lessons learnt and feedbacks are given to the team and partners

5. Overall Administration

- Take responsibility for maintenance and proper functioning of the field office, premises, equipment, vehicles and other materials of the office and the team
- Supervise administrative, financial and logistics functions of concerned team members and ensure administrations are in line with Alliance Myanmar policies and practices

6. Other Responsibilities

- Implement any other tasks assigned by the Project Manager as necessary

PERSON SPECIFICATION

ESSENTIAL

- A committed Myanmar professional with University degree in Medicine or Public health.
- Minimum of 3 years working experience in Sexual and Reproductive Health/Maternal and Child Health
- Sound leadership, management and coordination capacity
- Experience in facilitating meeting/ trainings and coordination with community structures.
- Demonstrated skills and experience in health activities planning, management and financial control
- Outstanding interpersonal, communication and presentation skills
- Good command of spoken and written English

DESIRABLE

- Master Degree in related fields.
- Experience working in Kachin State in collaboration for health projects.

Qualified candidates are suggested to submit their applications together with the updated Curriculum Vitae to the Project Manager , Alliance Myanmar, No.24, 2nd street, Hlaing Yadanar Mon Housing Compound, Hlaing Township, Yangon or via email to ahso.alliance@gmail.com by **10 December 2022 (Saturday)** 05:00 pm.

“The Alliance Myanmar is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community. Qualified people living with HIV are particularly encouraged to apply.”

Remark: *Only shortlisted candidates will be contacted*