



Asian Harm Reduction Network (AHRN)

JOB VACANCY **AHRN/YGN/23/014**

Date: 10 Mar 2023

Position : Deputy Director (HIV care) (1) post
Location : Yangon

The Asian Harm Reduction Network (AHRN)-Myanmar is an International Non-Governmental organization, which is implementing a harm reduction programme to reduce HIV transmission among people injecting drugs, their (sexual) partners and the communities they live in by providing support to implementation of harm reduction interventions and to create an enabling and supporting environment through advocacy, capacity building, training and service provision.

AHRN-Myanmar is looking for highly motivated and reliable individuals who are keen to be part of an active team/organization that delivers wide range of services to improve the health of vulnerable person to fill in the position of “**Deputy Director (HIV care)**” for its ongoing Harm Reduction activities in Myanmar.

- The position is full-time, based in Yangon with a probation period of three months.
- Starting date of the contract: As soon as possible

Personal and Professional Requirements

- Degree in medicine, development and other relevant field at least 4-5 years of experience working in management position with INGOs or LNGOs.
- Demonstrated ability to coordinate teams in health improvement projects in Myanmar, particularly Harm Reduction projects and demonstrated ability to work with a range of external partners and community members; experience working with community-based organizations, civil society organizations and government agencies;
- Proven interpersonal skills and ability to work effectively in a team.
- Excellent written, verbal, presentation and interpersonal communication skills in English and Myanmar;
- Willingness and ability to travel within Myanmar to project areas.
- Willingness to work with drug users and their families;
- Keen interest in contributing to HIV/AIDS responses in Myanmar;

Main Responsibilities

Technical Tasks

- Providing technical support to HD in Developing and upgrading protocols, guidelines and resource material on AHRN Medical Interventions on HIV interventions among drug users, TB, TB/HIV co-infection, Infection control in DICs and clinics, Primary health care, Buddy nursing care and other treatment related such as abscess management, referral;
- Technical resource focus on Primary health care, Medical supply chain, PrEP, and psychosocial support, HIV testing service including index testing, HIV care cascade, and providing technical support to all staff related to these matters;
- Develop, revise and update Protocols/guidelines related to the technical resource focus;
- As member of the program and Health Unit, contribute to strategic and operational discussions and ensure timely reporting of program outputs;
- Ensure the smooth operation of mobile clinic teams operation;

Medical Supply Chain Tasks

- Responsible for management of international medical orders in collaboration with donors' procurement teams;
- Work closely and supervise the Pharmacy Manager and Medical Warehouse assistants to ensure the smooth operation of medical supply chain system of AHRN;

Coordination Tasks

- Ensure good communication and share of information between different units;
- Review medical data for programmes and report concerns to HD for discussion and action as needed;
- Checking all National programs reports submitted by field offices and provide necessary inputs and suggestions to HD to finalize the reports;
- In coordination with HD, provide recommendations and technical inputs in proposal developments;
- Representing AHRN Myanmar on medical related meeting events;
- Representing AHRN Myanmar at national and local level advocacy with concerned authorities (MoH, DoH, NAP...) in consultation with the Program Director and Health Director;

Tasks in role as focal point for individual AHRN services

- Overall responsibility of AHRN Medical Interventions and Services (HIV/AIDS care and treatment, ART treatment, TB, Hepatitis B, co-infections and Primary Health Care for PWID, PWUD and their partners and families in AHRN Drop-In-Centers/Clinics assigned by AHRN Management;
- Ensure that every health personnel in AHRN clinics are applying and following universal precautions, medical guidelines (AHRN, WHO), operational guidelines, ad-hoc guidelines documented by AHRN;
- Closely collaboration with Health Unit in Yangon in the quality assurance and monitoring & evaluating existing health care services, developing new policy/procedures, and implementation of those policies into practices in assigned project sites/clinics;

- Ensure meetings are held with counterpart in Yangon from programme unit to ensure individual roles and responsibilities are discussed and agreed upon;
- Act as lead person for projects, providing all advice, guidance and discussions on all clinical aspects of the service;
- Seek advice, information and guidance when required, from the technical advisor focal person responsible for specific intervention or service area e.g., ART
- Be in regular contact with the relevant person in the project through phone, e-mail etc;
- Be involved in regular monitoring visits to projects – which should include newly developed quality assurance check-lists and also medical unit achievements in terms of data;
- Responsibility for ensuring targets are reached, and if not measures are implemented to address this;
- To support project sites in submitting cases regularly, when appropriate, to head office case management team;
- Responsible for different tasks supporting to AIS Program, GFATM, AHF and Health focal, ranging from making proposal, report submissions, attending meeting, representations, program coordination support of assigned offices, support monitoring visits to field offices, etc.;
- Acting as deputy focal for Health Unit in supporting Health Director in proposal development, budget control and calculation, donors and national programmes representation;

Additional Tasks for GFPs for Prevention, Treatment and Care

- Responsible as Geographical Focal Points (GFPs) for the implementation, quality control and management of the whole continuum of care cascade of clients i.e., Prevention, Treatment and Care;
- Responsible for the smooth running of projects by liaising with Project Managers/Program Coordinators on financial management, Human Resource Management, M&E management, logistics management;
- Technical support on project's medical interventions and clinics through update guidelines, clinical guidance, patient care;
- Liaise with Technical Focals of Yangon (Counselling, OST, Hepatitis, HIV, TB, Outreach, Peer, CPW, M&E..) on unclear points or technical needs of the projects to provide the possible solutions of the issues raised by the projects;
- Coordinate with Best Shelter in the project areas for CPWs and Mobile team referrals for HIV/TB testing, adherence follow up etc;
- Focal for making advocacies and enabling environments for the project with different stakeholders and local administrative bodies;
- Raising the sensitivities of the local issues, conflict situations, authorities' abnormal requests to MT via mail for awareness and provide solutions to the projects as well as conveying MT's engagement policy;
- Responsible for making sure that approved reports by MT are delivered in time at the regional as well as project level in a recorded manner;

Training Development Tasks

- Technically supervise, train and support medical staff in clinical care for proper and quality patient management;
- Identify training needs for medical staff and plan and carry out training/refresher courses in coordination with HD and Program unit;

HR Support Tasks

- Provide technical feedback of Health unit staff to related supervisors;
- Supporting in making decisions on the reimbursement of medical costs to staff under the AHRN Myanmar Health Fund in the absence of HD;
- Collaborate with the Head of HR and HD on the recruitment of medical staff;

Application deadline: 24 Mar 2023

Applications should address all Selection Criteria, and should include a cover letter along with a copy of current Curriculum Vitae listing two referees and their complete contact details (i.e. name, position title, organization, phone, fax, email, and mailing address details). Attention to **Human Resources Team, Asian Harm Reduction Network (AHRN-Myanmar)** and send the applications to:

AHRN Yangon Office : No.135 (G), MawyaWaddy Street, 8 Mile, Pyay Road, Mayangone Township, Yangon.

Or e-mail to jobs@ahrnmyanmar.org, online applications should be clearly mentioning the job title and location in the subject line.

Additional information: -

- Only short-listed candidates will be contacted for a personal interview.
- Please do not send original documents as it will not be returned.

AHRN has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. AHRN expects full commitment of its employees with AHRN Code of Conduct including PSEA policy.