



Asian Harm Reduction Network (AHRN)

JOB VACANCY AHRN/YGN/24/013

Date: 6 Mar 2024

Position : Project Manager (1 Post)
Location : Mawlaik, Sagaing Region

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 “**Project Manager**” for its ongoing Harm Reduction activities in Myanmar.

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

Personal and Professional Requirements

- Medical Doctor, preferably with some experience and/or interest in drug treatment, STI, HIV, TB and primary health care;
- 2-3 years working experience in management position with INGOs or LNGOs;
- Fluent in Myanmar and English, both written and spoken;
- Excellent communication and networking (interpersonal) skills;
- Willingness to work with drug users and their families;
- Some understanding of drug and HIV situation in Myanmar;
- Keen interest in contributing to HIV/AIDS responses in Myanmar;

Main Responsibilities

Project Site Operations Level Advocacy Tasks

- Represent, liaise, create networks, coordinate and advocate with different stakeholders like partner (I)NGOs, (L)NGOs, government departments, drug users and the community at village level tracts in project site operation;

- Advocacy with local level officials (MoH, DoH, CCDAC, NATALA,) for project site operations associated permits (i.e. Training, visits, expansion of activities, INGOs regulations, and etc.) and any other related issues;

Budgetary Control & Administrative Management Tasks

- Develop, implement and maintain all systems that track resources flows (including budget variance reports) to the project site operations;
- Making sure that all expenditures approvals are in line with AHRN Finance/Logistics/HR procedures (including approvals of vouchers with correct budget lines, quotations requests and approval etc.);
- Assessment and planning of whole program expenditure in relation to allocated budget in order to make decisions for further project management;
- Provide general administrative and management support to Central Management Team in Yangon;

Project Management Tasks

- Overall management, coordination and leadership for different teams and units at AHRN DIC/OPO in all aspects;
- Support the Outreach Team on overall Management of Outreach Activities through regular visits to the field, the separate meetings with Outreach Workers (making sure that Outreach team understand and adhere to Outreach Indicators and guidelines);
- Document and report of drop in centre/outreach project office related activities to the local authorities;
- Ensure that all project administration (log sheet, field reports...) is done by project staff;
- Monitor the project activities through monthly analyzing of the program related M&E data from the field, frequent visits to the field and assisting the project team as necessary;
- Lead the management and staff meetings and provide suggestions /explain policy matters;
- Meetings with different units heads (if necessary) on local level for all issues to ensure smooth operations;
- Ensure clear linkages between Project site and Head Office for relaying, sharing and updating relevant information to concerned persons;
- Ensure that AHRN and its ongoing project activities are effectively marketed to drug users in project area so that it is perceived as a service that caters to the needs of drug users through consultations and participation of users in intervention design and ongoing project site operations;
- Make sure all Health Education sessions are given based on the HE modules set up by Yangon office and provide the suggestions/needs assessment to the GFP;

Human Resources Management

- With support of Head of HR de-briefing of AHRN procedures to the newly recruited project staff, performance evaluations of project staff;
- Responsible for overall Human Resource Management i.e. vacancy announcement, recruitment, SOP actions, leave management, staff development etc.;

Media related tasks

- Give inputs in producing IEC materials with the specific objectives for Behavioural Change Communication to the targets in coordination with Medical Coordinator;
- Distribute materials in coordination with logistics department, Monitor stock with logistics or admin/finance and reorder production when necessary in a timely manner;

Reporting Tasks

- Responsible for regular reporting to CMT and GFP both orally and written reports
- Responsible for regular reporting to local Government authorities (Ward authorities, MoH, CCDAC.);

Medical Interventions Tasks

- Providing advice to the CMT on AHRN Health Care Policy matters;
- Responsible for all matters related to AHRN medical interventions (i.e. primary health care, symptomatic drug treatment using harm reduction techniques, family planning services, SRHR activities and other associated issues ...);
- Representing the Health Unit and maintain close working relationships with Drug Treatment Centres, STI-HIV Team, General Hospital and other associated INGOs;
- Ensuring that AHRN and its ongoing project activities are effectively marketed to drug users in project area so that it is perceived as a service that caters to the needs of drug users through consultations and participation of users in intervention design and ongoing project site operations, more specifically to medical interventions;
- Supervise periodical procurement of medical supplies (i.e. necessary drugs and equipment);
- Supervise and represent medical interventions and its team members (i.e. Nurse, Treatment Facilitator...) at all levels on operational matters;
- Identifying medical training needs of Medical team and inform GFP;
- Ensuring mutual coordination between Medical Interventions and the Counselors;
- Developing a mutually agreed network of referrals for general and specialist health care facilities (i.e. Detoxification, STI, TB, ART etc.);
- Providing training to project team members on medical topics (first aid, CPR, overdose etc.);
- Responsible for health checkup of project team members;
- Coordinate with GFP for IEC materials with the specific objectives for sustainable Behavioural Change among target people;

PSEA related tasks

- Conduct periodic assessments of AHRN's PSEA policies and practices and suggest improvements to senior management;
- Conduct training and awareness-raising sessions on PSEA for all staff and other personnel on a regular basis;
- Work with human resource staff on PSEA-related aspects, including ensuring that all staff sign the Code of Conduct and that screening for past SEA violations is a regular part of the recruitment process;

- Facilitate awareness-raising activities with beneficiaries on the definition of SEA, the standards of conduct expected of AHRN's staff and related personnel, and the reporting mechanisms for raising SEA allegations or concerns, including contact details;
- Ensure that AHRN procedures and mechanisms for reporting allegations of SEA are known to all AHRN field personnel including volunteer and beneficiary;
- Coordinate AHRN's PSEA activities with relevant organizations, including inter-agency initiatives, as appropriate;
- Support senior management in implementing other PSEA-related activities, as appropriate;

Application deadline: 20 Mar 2024

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.

AHRN Mawlaik Office : Kyaung Myauk Quarter, Mawlaik, Sagaing Region.

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.