



# ELIMINATE MALARIA

U.S. President's Malaria Initiative

## . Job Description: Assistant Field Coordinator

### COVID-19 RESPONSE MECHANISM: ELIMINATE MALARIA-MNMA

Position Title	Assistant Field Coordinator
No of post	3
Project Name	COVID-19 Response Mechanism, Eliminate Malaria
Location	Gwa, Kyaukphyu, Thandwe,
Report to	President, Myanmar Nurse and Midwife Association
Application Deadline	9 Sep 2022
Duration	12 Months

#### Background Information

Established in 1948, Myanmar Nurse and Midwife Association (MNMA) is a professional organization working with qualified nurses and midwives for the improvement of health services in the country and to ensure appropriate access to healthcare at the grass-root level. It has a wide range of services in health care delivery reaching right down to the village level through 392 branches throughout the country with over a total of 30,000 members including licensed Nurses, Midwives and Lady Health Visitors. MNMA is a member of the International Council of Nurses and a member of the International Confederation of Midwives as well. As a consortium partner organization of Eliminate Malaria Project, MNMA implemented COVID-19 Response Activity along with Eliminate Malaria project in Gwa, Kyaukpyu, and Thandwe Townships of Rakhine State starting in July 2021 to March, 2022 and now will continue its activities as COVID-19 Response Mechanism (C-19 RM) for one year period.

#### Program Description

Under the auspices of the USAID-funded Presidents' Malaria Initiative (PMI) Eliminate Malaria Activity (EM), University Research Co., LLC (URC) and its team will mitigate COVID-19 disruptions on malaria, HIV, and tuberculosis services by leading the implementation, monitoring, reporting and funds management of supplementary COVID-19 Response Mechanism (C19RM) activities. MNMA will cover 3 townships; Gwa, Kyaukpyu and Thandwe Townships in Southern Rakhine State.

In line with the cross-cutting PMI-EM objectives to develop appropriate service delivery approaches in the context of COVID-19 mitigation, C19RM activities will be implemented in townships in Rakhine State where PMI-EM is already active to integrate and sustain community-based malaria interventions. The activities will strengthen appropriate referral of tuberculosis,

HIV, and other diseases as currently managed by over 230 Integrated Community Malaria Volunteers (ICMVs) and other Community TB/HIV Workers. To maximize coverage and strengthen the response, In coordination with MNMA, URC will oversee implementation including monitoring, reporting and funds management of C-19 RM activities and under the overall guidance of the President/Project Director-MNMA, Project Manager, EM-MNMA, Coordinator, Project Coordinators and Project Officers will be responsible for the project activities.

### **Technical Approach**

The proposed technical approach to achieve the addendum program description objectives is people-centered, system-driven, gender-responsive, ethnically, and geographically appropriate, and inclusive of vulnerable communities. The implementing activities mainly include:

- Building and Maintaining Reliable, User-Friendly Oxygen Systems.
- Strengthening NGO Surveillance Capacity
- Enhancing Community-Based risk communication and community engagement (RCCE).  
TB and HIV Management.

### **Roles and Responsibilities:**

In coordination and under the direct supervision of Field Coordinator, the Assistant Field Coordinator will be responsible for the following activities:

- Provide services according to the work plan under the supervision of Field Coordinator.
- Participate in the regular field operation and screening point of the township health department.
- Provision of diagnosis of COVID-19 patients and provide them suitable care and proper recording of patients' database
- Assure a good maintenance of project commodities and also record the supply of all distribution to the community.
- Collaborate in the effective implementation of community-based activities, such as awareness raising and education sessions
- Assist the training of Integrated Community Malaria Volunteers (ICMVs) and Basic Health Staffs when requested
- Proper management of supplies and equipment and provide logistical support during all outreach activities at village level as necessary
- Draft all necessary administration and financial management correspondence and be responsible for follow-up
- Ensure the timely collection of data from the field and the assessment of data quality.
- Regular and timely reporting to Field Coordinator.
- Assistant to Field Coordinator in development of monthly work plan.
- Ensure regular and timely feedback of any information concerning project activities. Urgent reporting by any means to Field Coordinator for any urgent issues.
- Other tasks as assigned and upon request.

### **Competencies/ Required Skills and Experience**

- Must have Bachelor of Nursing Science Degree/ Diploma in Nursing and Midwifery in relevant/ specific field,
- Must be a holder of Nursing and Midwifery licensure and must be a member of MNMA
- At least 5 years' experience in financial and administration office
- Computer literacy in Microsoft Office (word, excel, outlook) and web-based applications
- Strong interpersonal skills; commitment to team work and to working across disciplines, cultures and stakeholders at all levels
- Digital literacy and computer skills in using MS Office.
- Written English for reporting is a necessity.
- Good practical skills and experiences, good communication and cooperation skills.
- Ability to work under pressure and adapt to situations as required due to changes on the ground.
- Emphasis will be given to personal qualities of enthusiasms and commitment to the project works.
- The person should be tolerant and flexible to work overtime as per project requirements.
- Required to travel and work in the remote rural areas