



Burma Children

Medical Fund operating to give
people a future

Call for Expressions of Interest

Project Officer (Hpa-An)

Position Overview:

Burma Children Medical Fund (BCMF) seeks an energetic, organised project officer to work on a part-time basis with an exciting project in the new office in Hpa-An, Karen State.

The successful incumbent will need to be available to spend their staff induction period (up to 3 months) in the BCMF Mae Sot office working alongside Mae Sot based staff for the purpose of understanding BCMF operations, policy and procedures. The key duties of the Hpa-An based position are:

1. Support establishment of Hpa-An office
 - organise set-up of new office
 - organisational profile raising activities
2. Stakeholder mapping and engagement
 - map the local (1. Hpa-An 2. Karen State) health service sector and linkages (referral and partnership opportunities)
 - prepare and action stakeholder engagement strategy including NGO's, CBO's and INGO's working with, and alongside the health service system.
 - identify and develop relationships with stakeholders in the public and private tertiary health system.
3. Patient liaison and engagement
 - assess and interview patients for the BCMF, BAMF and BWMF programs;
 - conduct post-surgery interviews;
 - document patient interviews;
4. BCMF Operations
 - implement BCMF standard operating procedures
 - work collaboratively with BCMF staff operating in other sites (Mae Sot, Chiang Mai).
 - assist with other projects, as assigned.

Person Specification:

Essential:

- Proficiency in Karen and Burmese languages
- High level administration skills
- Ability to work independently with limited supervision
- High level communication and negotiation skills
- Excellent writing skills
- Attention to detail
- Organised and energetic, with a desire to work alongside and support co-workers
- At least intermediate level skill in MS Office Suite (MS Word, Excel, etc)
- Ability to use initiative and be pro-active
- Preparedness to work with limited resources within a challenging environment
- Commitment to team work
- Awareness and sensitivity of cross-cultural settings
- Patience, tolerance and flexibility

Desirable:

- Previous experience in the health sector
- Previous experience working with a CBO
- Interest in, and ability to work with web-based communications and social media
- Ability to speak and write in English
- Volunteering or work experience in the non-profit sector

Start Date: To be determined in negotiation with the successful applicant (up to 3 months induction in Mae Sot office)

Working Hours: To be negotiated. It is anticipated that this position will be 3 days per week in Hpa An. This will be reviewed after six months. During the three month induction phase, the employee will need to be available to work in Mae Sot.

Salary: to be negotiated, dependent upon previous experience and qualifications

As a BCMF employee you will work as a key member of the small but efficient team at BCMF www.burmachildren.com

If you would like more information or to express your interest in applying for this position please contact Ma Tu matu@burmachildren.com.

About BCMF

BCMF strongly believes that everyone has a right to healthcare and we strive to provide this opportunity to people from Burma regardless of age, sex, race, religion and legal status.

The Burma Children Medical Fund was founded in 2006 as a response to the increasing number of patients presenting at Mae Tao Clinic (located on the Thai-Burma border) who required surgery that the clinic could not provide. Before BCMF was set up, many patients who required complex surgery could only have their symptoms treated at Mae Tao Clinic and lived severely incapacitated lives or died prematurely. The aim of BCMF is to facilitate access to treatment for patients with complex medical conditions. BCMF does this by sourcing funds and linking patients with treatment and social support.

Additionally, BCMF works in the areas of health promotion, health literacy, health worker training and other capacity building and development activities identified in partnership with our key stakeholders, particularly in Eastern Burma.

While the treatment of children is BCMF's priority, we cannot ignore the treatment needs of adult patients. We believe that if adults with treatable conditions aren't provided with access to health care their families and communities suffer. We have established two funds for adults, the Burma Adult Medical Fund (BAMF) and the Burma Women Medical Fund (BWMF). These programs treat patients (18 years and over) who will respond well to treatment.

Since 2006, we have supported over 1600 patients, and each year our caseload increases. We continue to see many patients from all over Burma and we aim to facilitate treatment for as many people as possible. Increasingly, BCMF is working in Burma to support health system strengthening and develop referral pathways, with a view to decreasing the numbers of patients who need to travel across the border into Thailand to access healthcare.