

City Cancer Challenge, City Manager, Yangon

Job Title: City Cancer Challenge, City Manager, Yangon
Report To: City Cancer Challenge, Regional Director Asia
Location: Remote from Yangon, Myanmar
Availability: From January 2019

About City Cancer Challenge

In January 2017, the Union for International Cancer Control (UICC) launched an ambitious new initiative **City Cancer Challenge**, to support cities to design, plan and implement cancer treatment solutions that meet the needs of their citizens and the national priorities for cancer control. Our ambition is to build a collective movement of cities supported by a network of global and local partners to deliver quality, equitable and sustainable cancer treatment solutions.

Yangon joined City Cancer Challenge as one of four “Key Learning Cities” across the globe (Asunción, Cali, Yangon and Kumasi) in 2017, and has moved rapidly through a needs assessment phase to planning for implementation of local solutions.

Position Overview

UICC is seeking a consultant to manage and coordinate activities in Yangon, Myanmar. This position will support city level implementation of City Cancer Challenge by providing on-site administrative and logistical support to key city stakeholders participating in the initiative in Yangon. The consultant will serve as primary liaison between Yangon stakeholders and the City Cancer Challenge regional and global teams.

This position reports to the Regional Director, Asia as primary supervisor. The incumbent will also receive direction and guidance from senior members of the City Cancer Challenge global team in specific areas of activity where appropriate.

The City Cancer Challenge, City Manager, Yangon will:

Summary of Responsibilities

Project management

- Serve as primary liaison officer at the city level on behalf of the initiative.
- Coordinate all major local project activities, including assisting with the coordination of technical assistance delivery, in close collaboration with City Cancer Challenge staff, partners, city government, regional government, and ministry of health officials.
- Ensure that all key tasks required of the working groups are completed according to jointly agreed timelines. This includes overseeing, monitoring and supporting the data collection associated with the planning and implementation of the priority city activities.

- Provide insight and feedback to UICC and external consultants on dynamics, process and flow of discussions among the stakeholder group; identify any potential challenges or conflicts.
- Support communications between City Cancer Challenge global and regional teams with city, regional, and national stakeholders.
- Identify and report any specific project risks, including governance, operational, financial or external risks, to the Regional Director that may impact the success of City Cancer Challenge and undertake a regular risk assessment of the project in Yangon.
- Other programmatic tasks as required.

Logistical and administrative support

- Provide logistical and administrative support to the local stakeholder group, which will include representatives of City Government, UICC Members, Ministry of Health, hospitals, and academia among others.
- Convene and run all face-to-face meetings, workshops and teleconferences of the stakeholder group.
- Provide administrative and logistical support for all local meetings and activities (e.g. securing hotels, meeting venues, local transportation, airport transfers, etc.), including assistance to the City Cancer Challenge team during all visits to Yangon.
- Prepare and disseminate any/all relevant materials including meeting agendas, background research and epidemiological data, etc.
- Record discussions and take notes at all Executive Committee and stakeholder meetings and provide reports as required to the Regional Director for Asia.

Monitoring, Evaluation & Reporting

- Update the Yangon City Profile as required.
- Prepare and submit quarterly and annual monitoring reports based on the City Cancer Challenge Monitoring, Evaluation and Learning (MEL) framework.
- Liaise with the City Cancer Challenge MEL manager on the development of case studies, best practices, and other learning materials.
- Prepare and submit regular written summary reports of activities to the Regional Director, Asia.
- Provide updates to senior members of the City Cancer Challenge team where requested.

Skills and Competencies

- Mid-to-Senior Level healthcare or management professional with a strong track record of managing public health initiatives. Experience facilitating cross-sector collaboration with government and civil society organizations on healthcare considered an advantage.
- Advanced degree in a relevant health, public policy, or international development field required; project management certification considered a plus.
- Self-starter, ability to work independently in remote environment with minimal supervision.
- In-depth understanding and experience working on public health initiatives in Myanmar.

- Demonstrated track record of engaging and cultivating relationships with a wide array of global, regional and local stakeholders including government representatives.
- Strong internet and technological skills, including proficiency in using Microsoft Word, Power Point, Excel, Outlook and Skype.
- Excellent communication and diplomatic skills.
- Outstanding organisational and planning abilities.
- Ability to undertake periodic national, regional and international travel as appropriate.
- Oral and written fluency in English.

Applications

Applicants must be eligible to work in Myanmar. Preference will be given to those based in Yangon.

Send your CV and motivation letter explaining how you think your skills and experience make you a strong candidate for this position and CV to careers@uicc.org.

Deadline for applications: 5 December 2018

Only short-listed candidates will be contacted.