**CURRICULUM VITAE**

Name : Dr. Kyaw Ko Ko

Email : kyawkopp@gmail.com

Address: No.91, Phont Phyo Aung Housing, Kyansitthar Street, Ward (6),

Hlaing Thar Yar Township, Yangon

Phone : +95 9 974731464

***PERSONAL DETAILS***

Age : 28

Date of Birth : 4nd December, 1989

Gender : Male

Marital Status : Married

Nationality : Myanmar

ID Number : 5/Ma Ya Na (N) 209792

Religion : Buddhist

Availability : February 2018

***EDUCATION***

* M.B.,B.S, 2013 , University of Medicine, Magway

* Master of Public Health, 2015, Mahidol University, Bangkok
* Candidate of PhD Student at College of Public Health Sciences

Chulalongkorn University, Bangkok

* Cozy Comp: 2013
* Microsoft Windows XP
* Microsoft Office Word
* Microsoft Office Excel
* Microsoft Office Power Point
* Adobe PageMaker 7.0
* Using E-mail & Internet
* Publication
* Availability of anti -malaria drugs in markets and selling behaviors of drug vendors in Myanmar Medical Journal 2017 September

https://drive.google.com/open?id=0B7NIXX15X9UHLThnZkRZQ2FFeGM

***SKILLS***

**1.** **Monitoring, Supervision and Evaluation**

* Can define the main terms and concepts associated with the processes of monitoring and evaluating projects and programmes
* Understand the purposes of monitoring and evaluation, and learn how to set up systems that satisfy multiple stakeholders
* Able to identify characteristics of an effective M&E system
* Can select and use a range of tools with confidence
* Can apply results of M&E processes to both accountability and organizational learning
* Able to design and implement an effective and contextually appropriate M&E system

**2. Communication and Coordination**

* Able to be willing to acknowledge differences of opinion and assess topics of conversation with others without being judgmental
* Able to deal with conflicts or other issues that arise without taking things too personally or being unduly harsh
* Able to prioritize, combine and link activities to multi-task if needed and have the ability to switch and refocus attention on occasion
* Able to keep records or otherwise devise an organizational system to make sure that the correct steps are being followed in addressing the obstacle, and will also need to think ahead and plan for situations that may arise in case its initial solution does not work out

**3. Leadership and Project Management**

* Can initiates action by communicating the policies and plans to the subordinates from where the work actually starts
* Can motivate to be playing an incentive role in the concern’s working and motivate the employees with economic and non-economic rewards and thereby gets the work from the subordinates
* Able to creating confidence through expressing the work efforts to the subordinates, explaining them clearly their role and giving them guidelines to achieve the goals effectively
* Can build work environment to help in sound and stable growth and have personal contacts with employees and listen to their problems and solve them and treat employees on humanitarian terms
* Able to coordinate through reconciling personal interests with organizational goals and through proper and effective co-ordination which should be primary motive of a leader

***CAREER HISTORY IV***

Job Title : Deputy Project Manager-Advocacy

Organization : Handicap International Myanmar

Duration : August 2017 to January 2018

**DUTIES INVOLVED**

* Contribute to the management of the activities related to the National Advocacy Campaign on the Rights of persons with disabilities
* Monitor the implementation of the activities alongside with project manager, operation coordinator and the implementing partners (development of IEC materials, Training of partners, relationship with radio and TV media)
* Coordinate the organizational training planned in the project
* In close relationship with logistic team and other project’s teams, organized workshops in regional/state and National level related to Advocacy on the rights of persons with disabilities
* Prepare all elements for the project’s report
* Contribute to the project’s financial, logistics and materials resources in compliance with internal regulation and donor’s guideline
* Ensure the technical quality of the project and its compliance with organizational technical guideline
* Manage relation with partners and stakeholders in areas of intervention

***CAREER HISTORY III***

Job Title : Assistant Project Manager

Organization : Myanmar Medical Association, Malaria Project

Duration : January 2016 to March 2017

**DUTIES INVOLVED**

* Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures
* Create request, issue orders and supplier documentation to ensure all orders are processed
* Progress orders to ensure timely delivery through quality assurance officer
* Confirm deliveries in advance of scheduled delivery dates
* In case of credit problem liaise with the forwarding agent (QAO, township coordinators or agencies) regarding offloading/ putting into stock etc. of the goods and agree about costs
* Liaise with suppliers, warehouse service providers, subcontractors, resolve more complex queries
* Ensure invoices of clients (QAO,QGPs and township coordinators )are raised in a timely and accurate manner
* For credit control, progress outstanding payments per weekly spreadsheet cooperating with finance associate
* Manage returns process from clients (QAO, QGPs and township coordinators) to ensure RDT, ACT and chloroquine are used, appropriate credit amounts are claimed
* Ensure that the logistical aspects of the supply chain are carried out correctly by tracking and organizing supplier dispatches (freight, ship)
* Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility
* Liaise with all ‘stakeholders’ (eg.WHO, UNOPS personnel ,project management staff , township coordinators and QGPs) to ensure a detailed understanding of product ‘roll out` schedules, the overall project plan and payment arrangements to ensure orders of QGPs can be fulfilled accurately and efficiently.
* Ensure stakeholders are sufficiently informed.
* For new selected QGP ensure appropriate credit status is established and defined on the system.
* Monitor the overall stock holdings to ensure delivery for effective procurement and cash management
* Organize financial instruments of payments (L/Cs) and monitoring and tracking the progress of financial instruments( discrepancies and amendments)
* Accompany with Quality Assurance Officer
* Supervise and coordinate the QAOs providing with directions, guidelines and technical inputs ensuring technical knowledge and skill keep updated
* Analyze, track, account the reports and issues of monitoring and supervision visits conducted in respective townships.
* Ensure the stock (RDT ,ACT) queries, delivery failures and general enquiries forwarded by respective QAOs and TC
* Make accurate forecasts of demands to ensure all orders are fulfilled and forthcoming commitments are clearly understood.
* Accompany with Finance Associate & Finance Assistant
* Check receivables and make sure that the payments of stock (RDT, ACT) are collected from clients (township coordinator, QGPs).
* Accompany with Data and Logistics Associate, Data & Logistics Assistant & Technical Associate
* Plan and organize travel/ accommodation arrangements for project team and associated clients (WHO, UNOPS, etc…)
* Order and do operations with technical assistant in mobilizing stock change to quality clinics of respective township if required ,and ensure all freight documentation is field (commercial Invoices /advice Notes) for respective township.
* Assure the integrity of the warehouse, stock database & cash flow and tracking of all reports and records associated.
* Keep and update logistical information of quality clinics in respective townships selected and provide as needed.
* Engage in all respective areas defined in associated SOPs of malaria project work plan

***CAREER HISTORY II***

Job Title : Training Coordinator

Organization : Myanmar Medical Association, Malaria Project

Duration : September 2015 to December 2015

**DUTIES INVOLVED**

* Advocate all ‘stakeholders’ (e.g. Facilitators, Local authorities, WHO, UNOPS personnel,

Local Health Authorities, project management staff, township coordinators and QGPs) to ensure a detailed understanding of malaria project implementing activities

* Facilitate professional development plan for project staffs
* Coordinate and organize the resources necessary for implementation of trainings to QAOs, MOs, AMOs, CAs, QGPs, and other project staffs
* Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures
* Accompany with project manager
* Ensure stakeholders are sufficiently informed
* For new selected QGP ensure appropriate credit status is established and defined on the system
* Accompany with Technical Officer
* Develop training plan for all staff members
* Supervise training need assessment process for project staffs
* Coordinate and organize the resources (venue, resource person, etc.) needed for training
* Accompany with Quality Assurance Officer
* Organize trainings and advocacies at respective townships
* Accompany with Finance Associate & Finance Assistant
* Develop budget plan for trainings and advocacy meetings
* Accompany with Technical Associate
* Plan and organize trainings for project team and associated clients (WHO, UNOPS, etc…)
* Order and do operations with technical assistant in preparing trainings and advocacy meeting
* Engage in all respective areas defined in associated SOPs of malaria project work plan

***CAREER HISTORY I***

Job Title : Quality Assurance Officer

Organization : Myanmar Medical Association, Malaria Project

Duration : July 2015 to August 2015

* Monitoring and Evaluation to Quality General Practitioners in various townships of Myanmar
* Prepare trip plan, consumption forecast and budgets to monitor QGPs
* Support malaria diagnosis test , anti-malarial drugs and other commodities to QGPs
* Check and collect data to analyze and report quarterly to HQ,VBDC and UNOPs
* Guide QGPs to follow National Malaria Treatment Guideline and Standard Operation Procedure of QGPs
* Submit Technical report for each trip to Technical Officer and Project Manager
* Solve the problems and issues of QGPs together with Technical Officer and Project Manager
* Share the experiences and solve the problems in internal Technical meeting and Technical working group meeting
* Monitor QGPs in various townships of Myanmar
* Supervise Fixed and Mobile clinic
* Supervise Medical Officer ,Assistant Medical Officer and other staffs in clinic
* Support malaria diagnosis test ,anti-malarial drugs and other commodities to Clinic
* Check and collect data from clinic and then analyze and report to Technical Officer, Project Manager, VBDC and UNOPs
* Check regularly financial reports from clinic
* Solve the problems and issues of Fixed and Mobile clinic together with Technical Officer and Project Manager
* Coordinate admin, human resource and logistics management with relevant officer
* Assist Technical Officer and Training Coordinator in Meeting, Training and Workshop
* Assist in logistic arrangement , data and information collection
* Develop social networking with respective township correspondent , together with township VBDC and local authority
* Conduct refresher training and volunteer training
* Develop IEC materials and Training materials in documents with Technical Officer and Project Manager
* Assist in logistic arrangement, data and information collection
* Assist to PM in development of micro-planning reflected on operational climate and issues

***REFERENCES***

Name : Prof. San San Myint Aung

Position : (1) President, Myanmar Maternal and Child Welfare Association

(2) Health Technical Advisor, International Rescue Committee

(3) Retired Rector, University of Community Health, Magway

E-mail : [sansan.myintaung@rescue.org](mailto:sansan.myintaung@rescue.org)

Ph number : +9595341138

Name : U Thet Lwin

Position : HR and Admin Manager, Program Management Department

Myanmar Medical Association

E-mail : [kokothetlwin@gmail.com](mailto:kokothetlwin@gmail.com)

Ph number : +9595125320