**CURRICULUM VITAE**



**Name**  : Dr. Hein Htet Soe

**Date of Birth** : 23. 2. 1990

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EDUCATION AND OTHER QUALIFICATION

* M.B.,B.S Degree from University of Medicine Magway (2013)
* Language – Fluent in English, Burmese (Mother Tongue)
* Good communication and coordination skill in both internal and external relationship
* Excellent Computer Skill (Microsoft office and Photoshop) and IT Knowledge

**RECEIVED TRAININGS**

* Family Planning training ( Marie stopes Myanmar – 2014 )
* Infection Prevention training ( Marie stopes Myanmar -2014 )
* Medical Emergency Management training ( Marie stopes Myanmar - 2015)
* Supply Chain Management training ( Marie stopes Myanmar -2015)
* Social Marketing training ( Marie stopes Myanmar -2015 )
* Professional Proposal Writing training ( Save the children – 2017 )
* Universal health coverage and social determinant of health ( 3MDG -2017 )
* Project Management Training ( Jhpiego – 2018 )
* Prevention of Sexual Exploitation and Abuse Training ( Unicef – 2020 )

**WORK EXPERIENCE**

**Project Coordinator – BHP Project at HelpAge International, Yangon office (January 2021 – May 2021)**

* Support the partner Institutions University of Medicine Mandalay, University of Nursing Mandalay, University of Community Health Magway and Ministry of Health and Sports Nay Pyi Taw in the implementation of project activities.
* Support the project manager and Principal Investigators in monitoring of the project indicators.
* Support the stakeholders in the development of training materials through gathering needed information and coordinating with relevant stakeholders
* Ensure technical and logistic preparation and supervision of workshops, trainings, meetings and other activities organized by the project and ensure high quality through proper monitoring and evaluation measures are followed.
* Support Project Manager in maintaining clear project management processes, monitoring of project progress against milestones, consolidating project financial reports, budget management and timely compilation and submission of project reports to the donor.
* Ensure proper documentation of all activities and document processes, progress and lessons learned
* Develop and maintain good working relations with project partners, government officials and other stakeholders
* Document and report all difficulties and relevant information in a timely manner.
* Perform any other tasks and responsibilities allocated by the project manager for ensuring success of project activities and achieving the objectives of the project.

**Training Team Leader – UNFPA Project at Marie Stopes International, Yangon office (March 2019 – June 2020, Project End)**

* Activity planning, detailed implementation, and review to ensure quality and achievement of project outputs in accordance with project documents
* Ensure timely collection, compilation and interpretation of information for timely reporting on progress of the project
* Conducting advocacy meetings, workshops and project review activities.
* Support in organizing, preparing for trainings of Maternal and Reproductive Health (MRH), Department of Public Health (DoPH)
* Compose training and activity related report in accordance with conducted, supported activities
* Coordinate with township health department for Implant and IUD Training
* Support the township health department for the logistic arrangement for the training
* Cash projection for the training and cash claim after the training
* Prepare training report in timely manner
* Lead and supervise training team to achieve the targets

**Senior Technical Officer – 3MDG Project at Jhpiego Yangon Office (August 2018 – December 2018, Project End)**

* Provide technical and programmatic support and set priorities for one or more projects
* Participate actively in technical and strategic support to the Ministry of Health, Myanmar and counterparts
* Assist in the assessment of clinical training and service delivery needs, especially at facility level, and in the design and implementation of appropriate measures to address those needs
* Provide  technical  assistance  and  capacity  development  for  partners,  facility  and  NGO  staff  to gain knowledge and skills to manage MNCH services
* Conduct trainings and provide technical assistance and mentoring as required
* Demonstrate and disseminate best practices and new technical strategies and approaches in areas of expertise
* Provide technical oversight and ensure appropriate support and preparation for capacity building activities

**Program Officer – 3MDG Project at Jhpiego Yangon Office (February 2017 – August 2018)**

* Provide programmatic support for the implementation of Jhpiego’s workplan
* Develop and help manage budgets, as required
* Work collaboratively with project and finance staff to prepare and track the progress of project and activity budgets
* Support preparation and implementation of trainings
* Assist the Project Director to complete all Jhpiego and donor reports in a timely manner and provide prompt feedback to donor requests for information
* Assist in the development of strategic plans, work plans, quarterly and annual reports and other program-related documents
* Contribute to the project’s monitoring and evaluation of program activities to ensure targets are met
* Develop scopes of work for short-term consultants and monitor contracts
* Coordinate and/or represent the project team in professional circles through meetings and conferences

**Senior Project Officer - 3MDG Project (MNCH) at Save the Children, Ngape Township (March 2016 – Feb 2017)**

* Provide necessary management and logistical capacity building support to MOHS and community health workers and staff to implement the essential package of health services
* Strengthen capacity of basic health staff in order to successfully meet the requirements
* Provide and manage technical assistance in human resource management, leadership and organizational development and health system strengthening
* Work collaboratively with stakeholders to identify gaps in strategy and budget development, quality of care and staff retention
* Assess basic health staff’s capacity and develop modules for trainings to ensure sustainability, ownership and decentralization of health services at the community level
* Participate in periodic seminars and conferences to share and disseminate capacity building best practices, experiences, M&E and reporting
* Prepare for timely donor reports and revise and oversee the efficient use the project budget

**Centre Manager - 3MDG Project at Marie Stopes International, Pauk and Ngape Township (June 2014 - March 2016)**

* Provide and manage reproductive health related clinical and other services including counseling, health promotion and proper referral
* Manage operations of the MSI centre and the outreach teams of the township providing information, commodities and services
* Supervise financial and logistics management
* Manage team to include motivation, supervision, personal development, performance appraisal and dealing with minor disciplinary issues
* Monitor and evaluate project achievement of outputs in accordance with donor agreement and the goal of MSI
* Represent MSI locally in occasions, activities and communications related to public health and community development
* Exploring and identification of unmet needs in sexual and reproductive health
* Organize awareness raising activities in urban and villages as well as in local festivals

**REFEREE**

**Dr. Kay Khine Linn**

Project Manager – Public Health

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