



Career Opportunities

Position Title	: Health Officer
No. of Post	: (10) Posts
Report to	: Medical Doctor
Department	: Rakhine Operations Management Unit
Benefit	: Salary + Staff house + Hardship Allowance + Insurance + Communication Charges + Travelling Allowance + Home Return Leave + Casual Leave+ Quarantine Leave+ Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave Program
Duty Station	: Maungdaw/Buthidaung
Grade	: D1
Application Deadline	: (25/01/2019), 16:30pm

Program Background: In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC, MRCS has initiated Branch Capacity Building Development program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long term program. Maungdaw, Buthidaung, and Rathedaung areas are under the management of Maungdaw Hub office. MRCS is setting up Operation Management Unit under the direct supervision of Deputy Secretary General and technically under the Rakhine Operation Steering Committee

Purpose of this position: The Health Officer will be responsible to facilitate the Managing, Planning, Implementing and improvement of MRCS’ mobile clinic activities at Maungdaw and Buthidaung. This position involves extensive record keeping, organizing, and problem solving and time management. It also involves interpretation and communication of complex regulations and medical data and communication with Medical Doctor including providing regular report and health analysis.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

Duties and Responsibilities

Clinical Care

1. To ensure MRCS policies and guidelines and properly followed.
2. Assistant Medical Doctor (Mobile Clinic Team Leader) in organization, planning, community orientation and implementation of mobile clinic activities.
3. Assist Medical Doctor in treatment of the patients and sometimes lead the team if there is no Medical Doctor.
4. To ensure register books, referral to higher center, follow up, progress and side effects of the patients. Keep all medicines and medical equipment clean and operational for usage.
5. Assist Medical Doctor in coordination and smoothly operate the mobile clinic activities in the community level.
6. Lead health education and information sessions to the community and target groups.

Coordination

7. To coordinate with local authorities, District health department and other members of different sectors.
8. To collaborate with the team for signaling and initiation of the pros and cons of the mobile clinic activities.
9. To assess need of the medicines, medical equipment and patient register books, in collaboration with nurses for the logistics supplies at the clinic level.
10. To support Medical Doctor in attending camp coordination and Health Cluster Meetings.

Data collection and reporting

11. To supervise nurses and volunteers at the clinic level with regard to proper performance with their duties.
12. Register record and perform consumption of the medicines and equipment daily, weekly and monthly as necessary with stocks and sub-stock.
13. Submit the daily report of medical consultation through Medical Doctor and Health Program Coordinator to District health department and leave one copy to the office.

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14. To ensure correct, complete and timely collection of the mobile clinic activities date.
15. Assist Medical Doctor in compiling analysis of the activity reports on monthly basics for Head Quarter.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 23 to 62 years**
- **B.Comm (H) or Diploma of Health Assistant**
- **Valid Myanmar HA license**
- **One year working experience with other INGO/local NGO in mobile clinic and**
- **Government staff experience is preferable**
- **Good computer skills (Microsoft Office Package)**
- **Motivated to work in the field and camps**
- **Flexibility and Support to Emergency Intervention as required**
- **Willingness to promote Red Cross principles of neutrality, impartiality and independence**
- **Interest in learning about the Red Cross/Red Crescent Movement**
- **Previous government servant need to show official clearance letter with CV**

Application process: Please send your application letter, CV, and related documents (PDF Version) to;

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

Email: mrcshrrecruitment@redcross.org.mm

For more information and application, please visit to the www.redcross.org.mm

Only short listed candidates will be contacted for a personal interview.

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