



Myanmar Red Cross Society

Career Opportunities

Position Title	: Medical Doctor
No. of Post	: (8) Posts
Department	: Rakhine Operations Management Unit
Report to	: Health Program Coordinator
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 + Paternity Leave + Substituted Leave Program
Duty Station	: Sittwe/Maungdaw/Buthidaung
Grade	: E1
Application Deadline	: (25/01/2019), 16:30 pm

Purpose of the position: The Medical Doctor will be the senior member of one of the MRCS mobile clinic teams operation in Minbya Township, Rakhine State, providing primary medical care to populations affected by communal conflict and displacement. Mobile clinics will travel to different locations on a rotating basis, as guided by the State Health Department/Ministry of Health. The Medical Doctor is responsible for the field operations of the mobile clinic, ensuring that health services are provided to the targeted community, supervising the other members of the mobile team (Nurses and Red Cross Volunteer local aid workers) as well as coordinating with State Health Department (SHD), local community and Internal Displace People (IDP) camp leaders, and other organizations providing health care as necessary.

Duties and Responsibilities

Clinical Care

1. Ensure MRCS policies and guidelines are properly followed.

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"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"

2. Provide appropriate clinical care to all patients, including diagnosis and treatment of prevalent diseases.
3. Determine when a patient should refer to higher care facilities and proper referral ensured.
4. Ensure patient's regular attendance to clinic and to monitor progress and side effects.
5. Organize the patient appointment book, registers and regular follow-up schedule.
6. Address other health needs of the patients in general.
7. Maintain clear and complete documentation on patients.
8. Perform home care visits when and where necessary.

General management and coordination

9. Coordinate with other members of the multi-disciplinary team surrounding each patient
10. Ensure the overall smooth functioning and integration of the various activities in the clinic
11. Collaborate with the project coordination team on all project related matters
12. Assess needs for medicines and medical materials for ordering, in collaboration with nurse and ensure proper supply of drugs, medical and logistics supplies at clinic level
13. Deal and negotiate with local authorities as needed
14. Lead the clinic meetings
15. Signal and initiate improvements in the functioning of the clinic

Data collection and reporting

16. Supervise Nurse at clinic level with regard to the proper performance of their duties
17. Ensure the correct, complete and timely collection of relevant data
18. Monitor clinic activities and analyse relevant data
19. Compile activity reports on a regular basis
20. Ensure that stock registers/ patient registers/reports/analysis, in collaboration with nurses and volunteers, are done correctly and systematically and that numbers are medically pertinent

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Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 24 to 55 years**
- Medical degree with Valid license and official registration
- Working experience with other INGO/local NGO in mobile clinic is preferable
- Proven management/supervision skills
- Effective command of English, both written and spoken
- Good computer skills (Microsoft Office Package) is preferable
- Motivated to work in the field /camp
- Flexibility and Support to Emergency Intervention as required
- Interest in learning about the Red Cross/Red Crescent Movement

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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