



Career Opportunities

Position Title	: Health Program Coordinator
No. of Post	: (1) Post
Report to	: Hub Manager
Department	: Rakhine Operations Management Unit
Duty Station	: Maungdaw
Duration	: 12 Months
Benefits Packages	: Salary + Staff house + Hardship Area Allowance +Additional Allowance+ Insurance +Communication Charges + Travelling Allowance + Home Return Leave / Annual Leave+ Quarantine Leave+ Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (03/05/2021), 16:30

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

Background : In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. MRCS is setting up Operation Management Unit. MRCS in collaboration with the Norwegian Red Cross is implementing a Health programme in Central Rakhine. The programme seeks to contribute primary health care services to communities both directly and indirectly affected by communal violence. The programme is targeting Sittwe, Maungdaw and Buthidaung townships in Rakhine State. The programme is strengthening Myanmar Red Cross Society (MRCS) capacity to engage communities in resilience programming through primary health care services, training and awareness building. The programme will also seek to address an observed need of health services and lack of awareness surrounding hygiene practices in villages through direct interaction with community members. MRCS is seeking a health promoter to join this team. The position is for initial three months and high possibility of extension as long-term program.

"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"

Purpose of the Position: The Health Program Coordinator will be responsible for managing, planning, implementing and improvement of MRCS' health care activities in 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 Head of Hub Officer, Senior Health Program Coordinator in Yangon and Health Delegate including providing regular report and health analysis. Extensive interaction with Maungdaw District Health Department, Health Delegate, Health Cluster and in close coordination with other health actors and stakeholders operating in Northern areas of Rakhine.

Duties and Responsibilities

Clinical Care and Mobile Clinic Management

Management

- In Collaboration with Head of Hub Office , Senior Health Program Coordinator, Health Delegate and other related staff, develops working plan and timeframe for the mobile health clinic,
- To build capacity and improve motivations of medical officers and team members in the mobile clinic team and participate in clinic visits when necessary.
- Provides staff with technical assistance in the performance of their jobs.

Planning, Monitoring, Evaluation and Reporting

- Ensures that all activities are implemented based on plan and timeframe to provide primary health care to targeted areas.
- With the assistance of the logistics, monitors medical stock purchasing, preparation and storage.
- Make sure that the daily reports form mobile team doctors on diagnostic, examination and treatment for patients in targeted are timely sent.
- Maintains detailed, accurate, up-to-date and confidential records including: report health files, health services tracking system and documentation of all activities; develops and submit timely reports of activities for Head of Hub Office and make sure delegate, and others as required.

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- Monitor the on-going health status and needs of the patients by ensuring the completion of daily health report, the availability of medicines, the achievement of the program goals and its indicators.

Coordination and Collaboration

- Coordinate with MRCS Health department for technical support to mobile clinic and effective clinical care for the patients.
- Work collaboratively with District Health Department (DHD).
- In close coordination and consultation with DHD, plans and delivers monthly update training on health, nutrition and environmental safety topics.
- Ensure that the CHW or AMW work closely with mobile clinic team, assist community primary health care need, and regularly provide health education to the community in their assigned villages.
- Participates in coordination meeting and provide information as needed and to keep updated
- Information of current issues and trends related to the responsibilities of the job.

Financial Management

- To oversee and manage the financial status and related budgets.
- Prepared quarterly budget working advances and utilization and send to head quarter.
- Performs other duties, as requested.

Skills, Competency and Requirements

- **Must be a Myanmar National**
- Under 50 years old
- M.B.B.S, Master of Public Health Degree
- At least 3-5 year of working in UN/INGO Red Cross
- Knowledge of Project Cycle Management and Financial Management
- Strong skill in report writing with numerical recording detail and ability to meet deadlines
- Excellent Communication Skills, both oral and written and problem solving skill
- Ability to travel anywhere at short notice
- Ability to work well in a team and dealt with stressful situation

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- Excellent command of English and Myanmar especially in translating, including written, spoken and typing

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri,

Nay Pyi Taw.

Email: mrcshrmaungdaw@redcross.org.mm

Branch Office:

Myanmar Red Cross Society

Boe Muu Ywar St, East of Myo Ma Quarter

Maungdaw Township, Rakhine. (or)

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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