



## Myanmar Red Cross Society

### Career Opportunities

<b>Position Title</b>	<b>: Health Program Coordinator</b>
<b>No. of Post</b>	<b>: (1) Post</b>
<b>Report to</b>	<b>: Hub Manager</b>
<b>Department</b>	<b>: Rakhine Operation Management Unit</b>
<b>Program</b>	<b>: Mobile Health Clinic Program</b>
<b>Duty Station</b>	<b>: Sittwe</b>
<b>Grade</b>	<b>: E-2</b>
<b>Benefits Packages</b>	<b>: Salary + Staff House + Hardship Area Allowance + Insurance + Training + Communication Charges + Travelling Allowances + Home Return Leave/ Annual Leave + Casual Leave+ Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave</b>
<b>Application Deadline</b>	<b>: Until candidate identified</b>

**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.

#### **(Brief Intro About Department or Program/Project)**

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

**"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"**

care services to communities both directly and indirectly affected by communal violence. The programme is targeting Sittwe township in Rakhine State. Health Programme in Sittwe Township is under the management of Sittwe Hub office. 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 Program Coordinator to join this team. The position is initial three months and high possibility of extension as long-term program.

**Job purpose:** The Health Program Coordinator will be responsible for managing, planning, implementing and improvement of MRCS' mobile clinic care activities under management of Hub Manager at Sittwe. 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 Hub Manager, Senior Health Coordinator and Health Delegate including providing regular report and health analysis. Extensive interaction with State/District/Township Health Department, Health Delegate, Health Cluster, Local Red Cross Branch and in close coordination with other health actors and stakeholders operating in Sittwe area of Rakhine.

## **Duties and Responsibilities**

### **1. Program Implementation**

- 1.1 Ensure MRCS policies and guidelines are properly followed.
- 1.2 Supervise the Mobile Clinic program team in implementation of program activities under management of Hub Manager.
- 1.3 Take responsibility for the overall implementation plan and scheduling and workshops, and ensure community participates in all phases of program planning and implementation as per MRCS minimum standards for community engagement and accountability.

**"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"**

- 1.4 Ensures that all activities are implemented based on plan and timeframe to provide primary health care to targeted areas.
- 1.5 Provide technical guidance to Mobile Clinics staffs and volunteers to carry out assessments, develop activity plans and continuous monitoring.
- 1.6 In Collaboration with Hub Manager, Senior Health Coordinator, Health Delegate and other related staff, develops working plan and timeframe for the mobile health clinic.
- 1.7 Build capacity and improve motivations of medical officers and team members in the mobile clinic team and participate in clinic visits when necessary.

## **2. Planning, Monitoring & Evaluation**

- 2.1 Prepare detailed quarterly, monthly plan of action and budget in line with the program and submit the Hub Manager before agreed deadlines.
- 2.2 Prepare procurement plan based on the quarterly plan of action and process in line with logistics checklist and procedure.
- 2.3 With the assistance of the logistics, monitors medical stock purchasing, preparation and storage.
- 2.4 Make sure that the situation reports of field visit and daily reports from mobile team doctors on diagnostic, examination and treatment for patients in targeted areas found to have medical and nutritional problems.
- 2.5 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 Hub Manager and grantee delegate, and others as required.
- 2.6 Monitor the ongoing 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.

**"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"**

2.7 Ensure that program implementation is in line with MRCS strategy, policies and the red cross fundamental principles, prevention of fraud and corruption guidelines, staff regulations and code of conduct.

### **3. Reporting**

3.1 Monthly, quarterly, mid-term and annual reports submit to Hub Manager before the agree deadlines.

3.2 Make sure the daily situation report, other data and information submit to the Hub Manager as necessary.

3.3 Maintain all hard and soft copy files of the program.

3.4 Provide update data and information of program activities and regular submit to Hub Manager.

### **4. Financial Management**

4.1 Prepare quarterly working advanced and detail calculation of line-by-line activities based on the annual budget and submit to Hub Manager before agreed deadlines.

4.2 Liaise and coordinate with finance staffs for working advance, working advance clearance, budget utilization in line with program log frame and plan of action.

4.3 Manage the cash request, expenses, cash transfer, summary of working advance and clearance for all program activities in line with financial guidelines and policy.

4.4 Supervise for working advance validation and claim in time.

4.5 Regular monitoring on budget and expenditure as well as utilization and variance.

4.6 Submit monthly and quarterly liquidation report to Hub Manager in timely manner.

### **5. Staff Management**

5.1 Ensure daily basis staff management according to MRCS staff policies and regulations.

5.2 Ensure staffs are equipped with job knowledge through induction course and other necessary briefings.

**"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"**

- 5.3 Support technical guidance and supervise their implementation of program activities are committed to quality result.
- 5.4 Analyze the trainings staff/volunteers require/need and implement their capacity development.
- 5.5 Prepare staff job description in detail manner and regular monitoring of staff capacity, skill and performance.
- 5.6 Participate in the evaluation of personnel's performance in line with Performance Appraisal Guidelines.
- 5.7 Maintain team spirit and support staff to get job satisfaction.
- 5.8 Ensure that staff members are treated equally and transparently.

## **6. Coordination and Collaboration**

- 6.1 In close coordination and consultation with Township Health Department, plans and delivers monthly update training on health, nutrition, EPI, environmental safety and other necessary topics.
- 6.2 In line with MRCS policy and guidelines, coordinate and support to Township Health Department request and necessary.
- 6.3 Coordinate closely with key stakeholders of target villages, Township Red Cross branch and volunteers, local authorities and other related NGO/INGO, CSO.
- 6.4 Work in close coordination and cooperation with supporting team and actively share information and resources.
- 6.5 Coordinate through Hub Manager with delegates on a regular basis regarding implementation.
- 6.6 Coordinate through Hub Manager with team members of H.Q operations management unit and technical department as necessary.
- 6.7 Coordinate with MRCS Health department for technical support to mobile clinic and effective clinical care for the patients.

**"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"**

- 6.8 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.
- 6.9 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.
- 6.10 Develop and make use of contacts with Red Cross partners, government agencies and NGO/ INGO, CSO.
- 6.11 Carry out any other tasks assigned by the Hub Manager.

### Skills, Competency and Requirements

- **M.B.B.S** with valid medical registration
- Post graduate degree in **Master of Public Health** is more preferable
- At least 2 years' experience in health care program related activities or health care activities
- Experience on managing of staffs, finances, budgets and program planning will be advantageous
- Previous experience of working in Rakhine would be advantageous
- Experience of working with communities in conflicts/disasters
- **Permission order on resignation from respective line department/military is to be attached if the applicant has ever served in a government department/ military**
- Good knowledge of Primary Health Care and clinical medicine
- Good knowledge of Rakhine local context and situation of conflicts/disaster
- Good Personality and professional ethics
- Should have strong facilitation, communication, coordination and interpersonal skills

**"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"**

- Computer literacy (Word, Excel, Power Point) in both Myanmar and English and data management skills
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live-in stressful situations
- Ability to travel frequently to program sites
- Ability to work effectively with the two ethnic communities in the state and international staffs
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Interest in learning about the Red Cross/Red Crescent Movement
- Shall be free from party politics
- Strong interpersonal and communication skills including excellent oral and written English language skills

**\*\*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.

**Branch Office:**

Myanmar Red Cross Society

Bawdi street, Kaypyin Gyi quarter,

Sittwe Township, Rakhine State.

(or) Email: [mrcshrsittwe@redcross.org.mm](mailto:mrcshrsittwe@redcross.org.mm)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

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

**"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"**