



**Myanmar Red Cross Society**

## **Career Opportunities**

|                             |  |
|-----------------------------|--|
| <b>Position Title</b>       | <b>: Nurse</b>   |
| No. of Post                 | : (2) Post   |
| Report to                   | : Medical Doctor   |
| Department                  | : Rakhine Operations Management Unit   |
| Program                     | : Access to primary and secondary health for vulnerable groups in Rakhine  |
| Duty Station                | : Sittwe   |
| Grade                       | : D-1  |
| Benefit Packages            | : Salary + Staff house + Hardship Area Allowance + Insurance + Communication Charges + Travelling Allowance+ Home Return Leave /Annual Leave+ Quarantine Leave + Casual Leave+ Medical Certificate Leave + Maternity Leave + Substituted Leave |
| <b>Application Deadline</b> | <b>: (15/12/2021), 16:30</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.

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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"**

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

**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 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 (2) Nurse to join this team. The position is initial three months and high possibility of extension as long-term program.

**Purpose of this position:** The Nurse is a member of one of the MRCS mobile clinic team's operations in Sittwe 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 and Township Health Department. The contributes to 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 local aid workers) as well as coordinating with SHD, Local Red Cross, local community and village leaders, and other organizations providing health care as necessary.

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## **Duties and Responsibilities**

### **1. Clinical Care**

- 1.1** Ensure MRCS policies and guidelines are properly followed.
- 1.2** Assist Medical Doctor in organization of mobile health clinic services, planning, community orientation and preparation for mobile services.
- 1.3** Assist Medical Doctor in coordination and networking activities for mobile services in community.
- 1.4** Control, record and store medicine sub-stock, keep all medical equipment clean and operational for use, register all medical equipment.
- 1.5** Provide health education and counselling to community and target groups.
- 1.6** Provide proper wound care to patients if needed and guide red cross volunteers in proper dressing care.
- 1.7** Ensure triage system for crowd control and provide systematic clinic flow in mobile clinic sites.
- 1.8** Perform emergency & primary health care services with the MRCS policies when requested of the health department, the branch red cross and other local authorities

### **2. Coordination**

- 2.1** To coordinate with other members of the multi-disciplinary team.
- 2.2** To support team leader on smooth functioning and integration of the various activities in the clinic.
- 2.3** In line with MRCS policy and guidelines, coordinate and support to State/Township Health Department request and necessary
- 2.4** To collaborate with the Hub Manager and program/support teams on all project related matters.

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- 2.5 To 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 by requesting procurement in good time.
- 2.6 To communicate with community/Red Cross volunteers in order to provide mobile clinic activities timely and systematically.
- 2.7 To deal and negotiate with local authorities or SHD as needed.
- 2.8 To support to Medical Doctor to attend the health cluster meetings.
- 2.9 To signal and initiate improvements in the functioning of the clinic.
- 2.10 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.
- 2.11 Follow the MRCS Financial Guideline
- 2.12 Carry out any other tasks assigned by the Hub Manager.

### 3. Data collection and reporting

- 3.1 Make sure the daily/monthly report, other data and information submit to the Supervisors as necessary.
- 3.2 To ensure the correct, complete and timely collection of relevant data.
- 3.3 To support the Medical Doctor in monitoring to clinic activities and analyse relevant data.
- 3.4 To support the Medical Doctor to compile activity reports on a regular basis.
- 3.5 To 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
- 3.6 To prepare Rapid Response Teams Daily Record Form according to patient datas

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and report to State Health Department daily through health program coordinator.

**3.7** Maintain all hard and soft copy files of the program.

### **Skills, Competencies and Requirements**

- **Any health-related degree holder (B. N. Sc, Diploma in Nursing)**
- At least 1 years' experience in health care program related activities or Mobile clinic activities in NGO/INGO
- 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 had 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
- Should have strong facilitation, communication, coordination and good personality, interpersonal skills and attitude.
- Computer literacy (Word, Excel, Power Point) in both Myanmar and English and data management skills
- Skilling the community mobilization would be more appropriate
- Good coordination and cooperation in team
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live-in stressful situations
- Ability to harmonize team members and build the team spirit
- Flexibility and Support to Emergency Intervention as required
- Ability to travel frequently to program sites

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- 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, guidelines, staff regulations and code of conduct
- Interest in learning about the Red Cross/Red Crescent Movement
- Shall be free from party politics
- Fluent in Myanmar Language.
- Rakhine ethnics and Muslim language skill are more preferable
- Intermediate level English Language

**\*\*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: [mrcshrsittwe@redcross.org.mm](mailto:mrcshrsittwe@redcross.org.mm)**

**Branch Office:**

**Myanmar Red Cross Society**

**Bawdi street, Kaypyin Gyi quarter,**

**Sittwe Township, Rakhine State. (or)**

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.**

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