



## Myanmar Red Cross Society

HR-Sittwe VA No. '025.2/ 007.3 – Medical Doctor (Team Leader)



**Myanmar Red Cross Society (MRCS)** is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

### Medical Doctor (Team Leader)

<b>No. of Post</b>	<b>: 2 Posts</b>
<b>Report to</b>	<b>: Health Program Coordinator</b>
<b>Department</b>	<b>: Rakhine Operations Management Unit</b>
<b>Project/Program</b>	<b>: Primary Health Care Program</b>
<b>Duty Station</b>	<b>: Sittwe</b>
<b>Grade</b>	<b>: E-1</b>
<b>Benefits</b>	<b>: Salary + Staff House + Hardship Allowance + Insurance + Training + Communication charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave</b>

**Application Deadline** : **April 5, 2023 (16:30)**

**Program Background:** In 2017, MRCS is increasing its engagement in the 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 program in Central Rakhine. The program 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 for health services and lack of awareness surrounding hygiene practices in villages through direct interaction with community members. MRCS is seeking (2) a Medical doctor to join this team. The position is initial three months and high possibility of extension as a 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"**

*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

*MRCS-NRC/ Medical Doctor for Rakhine Operations Management Unit (22/03/2023)*



## Myanmar Red Cross Society

HR-Sittwe VA No. '025.2/ 007.3 – Medical Doctor (Team Leader)



**Purpose of the Position:** The **Medical Doctor (Team Leader)** will be the senior member of one of the MRCS mobile clinic teams' 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 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.
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.
9. Perform emergency & primary health care services with the MRCS policies when requested of the health department, the branch red cross and other local authorities

#### **General management**

10. Working closely with professional colleagues in local health authorities.
11. Ensure the overall smooth functioning and integration of the various activities in the clinic.

**"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"**

*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

*MRCS-NRC/ Medical Doctor for Rakhine Operations Management Unit (22/03/2023)*



## Myanmar Red Cross Society

HR-Sittwe VA No. '025.2/ 007.3 – Medical Doctor (Team Leader)



12. Assess needs for medicines and medical materials for ordering, in collaboration with the nurse and ensure proper supply of drugs, medical and logistics supplies at the clinic level.
13. Provide and regular check inventory list of medicines, equipment, and furniture of the team.
14. Deal and negotiate with local authorities as needed.
15. Deal with branch red cross volunteers and community volunteers in order to ensure mobile clinic activity smoothly and systematically.
16. Supervise Health Officers, Nurses, and another member of the mobile clinic team at the clinic level with regard to the proper performance of their duties.
17. Lead the clinic meetings and team meetings actively and meeting minutes submit them to Hub Manager.
18. Signal and initiate improvements in the functioning of the clinic.
19. 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.
20. Follow the MRCS Financial Guideline
21. Carry out any other tasks assigned by the Hub Manager.

### Coordination

22. In line with MRCS policy and guidelines, coordinate and support State/Township Health Department requests and necessary
23. Collaborate with branch red cross and the project coordination team on all project-related matters.
24. Coordinate with other members of the multi-disciplinary team surrounding each patient.
25. Participate in coordination meetings if necessary, with approve by Hub Manager.
26. Make sure to build team spirit during the mobile clinic team, supporting and other program teams.
27. Perform regular CME sessions with team members.

**"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"**

*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

*MRCS-NRC/ Medical Doctor for Rakhine Operations Management Unit (22/03/2023)*



## Myanmar Red Cross Society

HR-Sittwe VA No. '025.2/ 007.3 – Medical Doctor (Team Leader)



28. Provide technical guidance and the capacity development training for mobile clinic staffs, Red Cross volunteers, community mobilizers, CHW and AMW.

### **Data collection and reporting**

29. Make sure the daily/monthly report, other data and information submit to the Supervisors as necessary.

30. To ensure the correct, complete and timely collection of relevant data.

- a. Monitoring to clinic activities and analyse relevant data.
- b. Compile activity reports on a regular basis.

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

32. 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

33. Assist Health Program Coordinator in reporting and participate in coordination meeting If it is needed.

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

- **M.B.B.S** with valid medical registration (SAMA)
- At least one-year experience in health care program-related activities or Mobile clinic activities in NGO/INGO
- At least two years experiences in clinical care
- Previous experience of working in Rakhine would be advantageous
- Experience of working with communities in conflicts/disasters
- Excellent knowledge of Primary Health Care and clinical medicine
- Good knowledge of Rakhine local context and situation of conflicts/disaster
- Good Personality, Attitude and professional ethics
- Good computer skills (Microsoft Office Package)
- Skilling the community mobilization would be more appropriate
- Good interpersonal communication and Facilitation skills in team and community
- Good coordination and cooperation in team

**"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"**

*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

*MRCS-NRC/ Medical Doctor for Rakhine Operations Management Unit (22/03/2023)*



## Myanmar Red Cross Society

HR-Sittwe VA No. '025.2/ 007.3 – Medical Doctor (Team Leader)



- 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
- Ability to work effectively with the two ethnic communities, religious and other group in the state and international staffs
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and 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.
- Strong interpersonal and communication skills including oral and written English language skills
- Rakhine ethnics and Muslim language skill are more preferable

**\*\*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.

**Hub Office:**

Sittwe Hub Office, ROM Unit  
Bawdi street, Kaypyin Gyi quarter,  
Sittwe Township, Rakhine State.

(or) Email: [mrcshrmaugndaw@redcross.org.mm](mailto:mrcshrmaugndaw@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"**

*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

*MRCS-NRC/ Medical Doctor for Rakhine Operations Management Unit (22/03/2023)*