



# Myanmar Red Cross Society

HR-HQ VA No. 124 – Senior Medical Doctor



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

## Senior Medical Doctor

No. of Post	: 2 Post
Report to	: Health Program Manager
Department	: Rakhine Operations Management Unit
Program/Project	: Humanitarian Assistance to People Affected in Chin, Sagaing and Magway Project
Duty Station	: Pakokku
Grade	: E-2
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

**Application Deadline : 8-December-2023, 16:30**

### Background of the

In 2023, MRCS is increasing its engagement in the Chin, Sagaing, Magway and Mandalay state/Region through immediate, medium, and long-term support to people affected by communal violence. Operation Management Unit is taking responsibility to implement the conflict-affected areas such as Rakhine, Chin, Southern Shan, Sagaing, Magway and Mandalay State/Region. MRCS in collaboration with the Danish Red Cross is implementing a Health program in Rakhine, Chin, Sagaing, Magway and Mandalay State/Region. The program seeks to contribute primary health care services to communities both directly and indirectly affected by communal violence. The programme is targeting township in Chin, Sagaing, Magway and Mandalay State/Region. Health Programme in Chin, Sagaing, Magway and Mandalay State/Region is under the management of Pakokku 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.

**"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**

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## Purpose of the Position

The **Senior Medical Doctor** will be one of the MRCS mobile clinic teams' operations in Chin, Sagaing, Magway and Mandalay State/Region, 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 Senior Medical Doctor is also responsible to support 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, Clinic Assistant, Red Cross Volunteer (RCVs) and Community Health Workers (CHWs)) 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. Supervise medical team to follow MRCS-mobile clinic guidelines 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.
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.

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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

### Coordination

19. In line with MRCS policy and guidelines, coordinate and support State/Township Health Department requests and necessary.
20. Collaborate with branch red cross and the project coordination team on all project related matters.
21. Coordinate with other members of the multi-disciplinary team surrounding each patient.
22. Participate in coordination meetings, if necessary, with approve by Supervisors.
23. Make sure to build team spirit during the mobile clinic team, supporting and other program teams.
24. Perform regular CME sessions with team members.
25. Provide technical guidance and the capacity development training for mobile clinic staffs, Red Cross volunteers, community mobilizers, CHW and AMW.

### Data collection and reporting

26. Make sure the daily/monthly report, other data and information submit to the supervisors as necessary.
27. 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.
28. Maintain all hard and soft copy files of the program.
29. 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.
30. Assist Health Program Coordinator in reporting and participate in coordination meeting if it is needed. General
31. Carry out any other tasks assigned by the direct supervisor and Department.

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### Skills, Competencies and Requirements

- **Must be M.B.B.S with valid medical registration license (SAMA)**
- At least 3 to 4 years' experience in health care program-related activities or Mobile clinic activities in NGO/INGO
- Experience of working with communities in conflicts/disasters
- Excellent knowledge of Primary Health Care and clinical medicine
- Good Personality, Attitude and professional ethic
- 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
- 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
- Strong interpersonal and communication skills including oral and written English language skills
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent is preferred
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- **Red Cross Volunteers and females are encouraged to apply**

**\*\*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:**

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## Myanmar Red Cross Society

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**Head Office:**

Myanmar Red Cross Society  
Razathingaha Road, Dekhinathiri,  
Nay Pyi Taw.

**Branch Office:**

Myanmar Red Cross Society  
No. 42, Red Cross Buildinesdg, Strand Road,  
Botahtaung Township, Yangon. (or)

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