



# Myanmar Red Cross Society

HR-VA No.004.1 – Senior Health Program Coordinator



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 Health Program Coordinator

- No. of Post** : 1 Post
- Report to** : Health Program Manger
- Department** : Operations Management Unit
- Program/Project** : Myanmar Health, Preparedness and Response Project
- Duty Station** : Naypyitaw/ Yangon
- Grade** : F-1
- Benefits** : Salary + Insurance + Monthly Allowances + Periodic Allowances + Training + Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave+ Paternity Leave + Compassionate Leave + Blood Donation Leave
- Application Deadline** : 30-March-2026 to 6-April-2026, 16:30 p.m.

**Brief Intro About Department or Program:** Since 2017, MRCS has focused on increasing its engagement in the Rakhine state through immediate, medium and long-term support to people affected by communal violence, Arm Conflict, and Natural Disasters with the support of IFRC, ICRC and other PNS. MRCS has initiated Branch Capacity Building Development program in Rakhine State. MRCS is setting up Operational Management Unit to undertake community resilience program, Emergency response (Conflict & Disaster), Early recovery intervention, Livelihood restoration, and Primary Health Care services in Rakhine, Chin, Sagaing, Magway and Mandalay State/ Region. The program will strengthen the Myanmar Red Cross Society’s (MRCS) capacity to engage communities in resilience programming, emergency response, and early recovery intervention through learning by doing, on-job training, and awareness building.

**Myanmar Red Cross Society** is now responding to Complex emergency affecting the population. The Program is preparing for emergency response and recovery actions in selected areas: as Operations Management Unit is taking responsibility to implement the conflict-affected areas such as Rakhine, Chin, Sagaing, Magway and Mandalay State/Region.

**"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/Sr. Health PC for OMU/ NPT/YGN (30/3/2026)*



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**Purpose of the Position:** Senior Health Program Coordinator will be responsible for leading, managing, Planning, Implementing and improvement of MRCS' mobile health clinic care activities at Chin, Sagaing, Magwe and Rakhine. 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 MRCS Health Department, Health Coordinators, Mobile clinic consultant, and Health Delegate including providing regular report and analysis. Extensive coordination with State Health Department, District and Township Health Departments, Health Delegate, health cluster and in close coordination with other health actors and stakeholders operating in Rakhine.

## **Duties and Responsibilities:**

### **Clinical Care and Mobile Clinic Management**

1. In Collaboration with Health Department, Health Coordinators, Health Delegate and other related staff, develops working plan and timeframe for the mobile health clinic.
2. To strengthen the capacity and improve motivations of mobile health clinic team members and participate in clinic visits when necessary.
3. Provides mobile clinic teams with technical assistance in the performance of their jobs.
4. In collaboration with health program coordinators, make sure that the quality of care is up to the standard by regular monitoring visits, regular reviews of the medical and program reports.

### **Planning, Monitoring, Evaluation and Reporting**

5. Ensures that all activities are implemented based on plan and timeframe to provide primary health care to targeted areas.
6. Make sure that the mobile clinics teams are functioning.
7. Maintains detailed, accurate, up-to-date and confidential records including: report health files, health services tracking system and documentation of all activities.
8. Compile and develop periodic work plan and reports to Director of OM Unit, Director of Health Department, delegates and others as required.
9. Monitor the ongoing health status and needs of the patients by ensuring the completion of daily healthcare activities, the availability of medicines, the achievement of the program goals and its indicators etc.

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## Coordination and Collaboration

10. Coordinate with MRCS Health department for technical support to mobile clinic and effective clinical care for the patients.
11. Work collaboratively with State, District Health Department (DHD).
12. In close coordination and consultation with State, DHD, plans and delivers monthly update training on health, nutrition and environmental safety topics.
13. Participate in coordination meetings and provide information to as needed and to keep updated information of current issues and trends related to the responsibilities of the job.
14. Represent MRCS OMU and MRCS in meetings and events related with Mobile Health Clinic Program.
15. Support and coordinate with MRCS OMU HQ for its technical related matters.
16. Have to follow any other task assigned by Supervisor.

## Financial Management

17. To oversee and manage the financial status and related budgets.
18. Prepared quarterly budget working advances and budget utilization.
19. Check the financial report of working advance for submission to the Deputy Director.

## Skills, Competencies and Requirements:

- **M.B.,B.S** with valid medical registration, relevant post graduate qualifications
- At least 3-years' experience in healthcare program related activities health care activities
- Experience on managing finances, budgets and program planning will be advantageous
- Relevant facilitation and training skill
- Ability to manage work under stressful conditions
- Good knowledge of Primary Health Care and clinical medicine
- Should have strong facilitation, communication and coordination skills
- Self-supporting in computers (Windows, Spread sheets, Word processing)
- Ability to travel anywhere at short notice and handle high stress and tight deadlines
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Willingness to travel frequently to remote and earthquake-affected areas
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines

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- 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
- **Red Cross Volunteers and females are encouraged to apply**
- Applicants are required to fully comply with MRCS staff regulations, the organization's code of conduct, PSEA policy, child safeguarding standards, anti-fraud and corruption measures, equal opportunity principles, and all other zero-tolerance policies and procedures.

**"We strive to advance diversity and gender equality across our organization and strongly encourage applicants from diverse backgrounds 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:**

**Head Office:**

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

**Branch Office:**

**Myanmar Red Cross Society  
No. 42, Red Cross Building, 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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