



Myanmar Red Cross Society

HR-VA No.030.4/25 – Medical Doctor @ Coordinator (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 @ Coordinator (Team Leader)

- No. of Post** : 3 Posts
- Report to** : Health Program Manger
- Department** : Operations Management Unit
- Program/Project** : Myanmar Health, Preparedness and Response Project
- Duty Station** : Naypyitaw/ Yangon, Sittwe
- Grade** : E-2
- Benefits** : Salary + Insurance + Monthly Allowances + Periodic Allowances + Training + Communication Charges + Travelling Allowances + Casual Leave + Home Return/ Earned Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave+ Paternity Leave + Compassionate Leave + Blood Donation Leave

Application Deadline : 24-March-2026 to Until Candidate Identified

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.

Program Background: 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/Medical Doctor for OMU/ NPT/YGN (24/3/2026)



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Purpose of the Position: The **Medical Doctor @ Coordinator** will be the senior member of one of the MRCS mobile clinic teams operations in Rakhine, Chin, Sagaing, Magway and Mandalay State/Region, providing essential primary and emergency healthcare services to vulnerable populations affected by conflict and displacement. The Medical Doctor will also contribute to disease prevention, health education, facilitating referrals for advanced treatment and capacity building of local health staff and volunteers in line with humanitarian principles. **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 clinical care and medical consultations, including outpatient, maternal, and emergency services in field clinics or mobile health teams.
3. Identify and respond to medical emergencies, refer patients when necessary, and ensure timely follow-up.
4. Organize patient records, including the medical record book, registers, and follow-up schedules.
5. Participate in health assessments and contribute to situation analysis and needs assessments.

General Management and Coordination

6. Coordinate with other members of the multi-disciplinary team surrounding each patient.
7. Ensure the overall smooth functioning and integration of the various activities in the clinic.
8. Collaborate with the project coordination team on all project related matters.
9. 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.
10. Deal and negotiate with local authorities as needed.
11. Deal with community volunteers in order to ensure mobile clinic activity smoothly and systematically.

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12. Supervise Health Officer and Nurse at clinic level with regard to the proper performance of their duties.
13. Lead the clinic meetings and team meeting actively.
14. Lead capacity development trainings for both staffs and red cross volunteers.
15. Support technical guidance to team members.
16. Signal and initiate improvements in the functioning of the clinic.
17. Participate in camp coordination meetings if necessary.

Data Collection and Reporting

18. To ensure the correct, complete and timely collection of relevant data.
19. Monitoring to clinic activities and analyse relevant data.
20. Compile activity reports on a regular basis.
21. 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.
22. 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 1 year experience in health care program related activities or health care activities
- Previous experience working in conflict-affected or emergency contexts is highly desirable
- Experience with mobile clinics, outreach programs, or displaced populations is an asset
- **Previous Civil Servants need to have official clearance letter with CV**
- Good knowledge of Primary Health Care and clinical medicine
- Should have strong facilitation, communication, coordination, interpersonal, and teamwork skills
- 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
- Willingness to promote Red Cross principle of neutrality, impartiality and independence

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- Interest in learning about the fundamental principle of Red Cross/Red Crescent Movement
- Good interpersonal, communication, and teamwork skills
- Ability to work effectively with the two ethnic communities, religious and other group in the state and international staffs
- Willingness to travel frequently to remote and earthquake-affected areas
- 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
- **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 (or)

For more information and application, please visit to the www.redcross.org.mm

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

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