



Myanmar Red Cross Society

HR-HQ VA No. 075 – Health Program Manager



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

Health Program Manager

No. of Post	: 1 Post
Report to	: Deputy Director
Department	: Rakhine Operations Management Unit
Duty Station	: Nay Pyi Taw/Yangon
Grade	: F-2
Benefits	: Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave

Application Period : 26-June-2024 to 10-July-2024, 16:30

Background of Department

In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC, MRCS has initiated Branch Capacity Building Development program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Pauktaw, Myebon, Maungdaw, Buthidaung, and Rathedaung Townships. MRCS is setting up the unit and under Sittwe Hub Office, Maungdaw Hub Office and Paletwa Sub Office, Pakokku Hub Office are undertaking community resilience program, Emergency Response (Conflict & Disaster), Early recovery intervention, Livelihood restoration, and Primary Health Care Services in Rakhine, Chin, Sagaing, and Magway State/Region. The program will strengthen MRCS capacity to engage communities in resilience programming, emergency response, and early recovery intervention through by doing, on-job training, and awareness training.

Purpose of the Position

Health Program Manager will be responsible for leading, managing, planning, implementing and Improvement of MRCS' mobile health clinic care activities at Sittwe, Maungdaw and Buthidaung. This

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

MRCS-DRC/Health Program Manager for NayPyiTaw/Yangon/Rakhine Operations Management Unit (26/6/2024)



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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. Compile and develop periodic work plan and reports to Director of Rakhine Operation Management Unit, Director of Health Department, delegates and others as required.
8. 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

9. Coordinate with MRCS Health department for technical support to mobile clinic and effective clinical care for the patients.
10. Work collaboratively with State, District Health Department (DHD).
11. In close coordination and consultation with State, DHD, plans and delivers monthly update training on health, nutrition and environmental safety topics.
12. 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.
13. Represent MRCS ROMU and MRCS in meetings and events related with Mobile Health Clinic Program.
14. Support and coordinate with MRCS OMU HQ for its technical related matters.

Financial Management

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

Staff Management

18. Support sharing of knowledge and information among staff to create an enabling environment for capacity building among staff.
19. Organise work responsibilities to ensure individual staff's clear and unambiguous understanding of their obligations.

General

20. Perform other job-related tasks assigned by Supervisor and Director.

Skills, Competencies and Requirements

- **Must be M.B.B.S** with valid medical registration and relevant post graduate qualifications are preferred
- At least 5-years' experience in healthcare program related activities healthcare activities
- Experience on managing finances, budgets and program planning will be advantageous

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- Should have strong facilitation, communication and coordination skills, and training skill
- Strong skill in report writing with numerical status, detail oriented in relevant professionalism to meet deadlines
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Good knowledge of Primary Health Care and clinical medicine
- Self-supporting in computers (Windows, Spread sheets, Word processing)
- Ability to work well in a team and dealt with stressful situation, and ability to very often visit to the field
- 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

****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: mrcshrrecruitment@redcross.org.mm (or)

Branch Office:

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botataung Township, Yangon. (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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