



Myanmar Red Cross Society

HR-TGI VA No. 003.3 – Medical 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.

Medical Coordinator

- No. of Post** : 1 Post
- Report to** : Program Manager
- Department** : Health Department
- Project / Program** : Access to Primary Health for Conflict and Climate Change – Affected Populations Program
- Duty Station** : Taunggyi
- Grade** : E-2
- Benefits** : Salary + Insurance + Accommodation Allowance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave

Application Period : 4-September-2024 to Until Candidates Identified

Background of Project

Through the establishment of three mobile health teams (Primary Health Intervention Surge Teams (PHIST)) comprising medical doctors, nurses, health promotor, Red Cross Volunteers, MRCS will provide the target communities with primary healthcare especially for accessible to treatment of minor illness and injury, early detection and timely referral of both major communicable and noncommunicable diseases, health related awareness sessions to community to get the resilience to health-related problems. The teams will be properly trained and equipped with necessary medical equipment. The mobile medical teams (Primary Health Intervention Surge Teams (PHIST)) will ensure proper provision of medical consultations and management in the context of current pandemic as well as those affected by emergencies (natural disaster and conflicts). If needed, patients will be referred to hospitals and facilities for follow up care and more advanced treatments. The teams will coordinate closely with local Red

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"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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Cross Branches, existing community-based health projects of MRCS in the target areas, local MoH and other stakeholders.

Purpose of the Position

The overall purpose of the **Medical Coordinator** is to take a lead of the mobile health team (Primary Health Intervention Surge Teams (PHIST)) and to coordinate with local stakeholders for the effective implementation of the project. The team will provide basic primary healthcare mainly to get accessible treatment for the target communities.

Duties and Responsibilities

Clinical Care

1. Ensure MRCS policies and guidelines are properly followed.
2. Provide appropriate clinical care to the patients from the target areas, 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. General management and coordination.
9. Coordinate with other members of the multi-disciplinary team surrounding each patient.
10. Ensure the overall smooth functioning and integration of the various activities in the clinic.
11. Collaborate with the project coordination team on all project related matters.
12. Assess needs for medicines and medical materials for ordering, in collaboration with nurse and ensure proper supply of medical and logistics supplies at clinic level.
13. Deal and negotiate with local stakeholders as needed.
14. Lead the clinic meetings and team meeting actively.
15. Lead capacity development trainings for both staffs and red cross volunteers.
16. If and when needed, travel to other areas in need together with the clinic team.

Data collection and reporting

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

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18. Monitoring clinic activities and analyze relevant data.
19. Compile activity reports on a regular basis.
20. 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
21. Assist field manager in reporting and participate in coordination meeting if it is needed

Planning, Monitoring & Evaluation

22. Prepare detailed quarterly, monthly plan of action and budget in line with the project and submit to Program Manager before agreed deadlines.
23. With the assistance of the logistics, monitor medical stock purchasing, preparation and proper storage.
24. Make sure that the situation reports of field visit and daily reports on diagnostic, examination and treatment for patients are well prepared.
25. Maintain detailed, accurate, up-to-date and confidential records including: report health files, health services tracking system and documentation of all activities; develops and submit timely reports of activities for senior health program coordinator and others as required.
26. Ensure that 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.

Financial Management

27. Prepare quarterly working advanced and detail calculation of line-by-line activities based on the annual budget and submit to Field project Manager before agreed deadlines.
28. Liaise and coordinate with finance staffs for working advance, working advance clearance, budget utilization in line with program log frame and plan of action.
29. Manage the cash request, expenses, cash transfer, summary of working advance and clearance for all program activities in line with financial guidelines and policy.
30. Regular monitoring on budget and expenditure as well as utilization and variance.

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Staff Management

31. Ensure daily basis staff management according to MRCS staff policies and regulations.
32. Ensure staffs are equipped with job knowledge through induction course and other necessary briefings.
33. Support technical guidance and supervise their implementation of program activities are committed to quality result.
34. Analyze the trainings staff/volunteers require/need and implement their capacity development.
35. Prepare staff job description in detail manner and regular monitoring of staff capacity, skill and performance
36. Participate in the evaluation of personnel's performance in line with Performance Appraisal Guidelines.
37. Maintain team spirit and support staff to get job satisfaction.
38. Ensure that staff members are treated equally and transparently.

Coordination and Collaboration

39. Coordinate closely with key stakeholders of target areas, Township Red Cross branch and volunteers, local authorities and other related NGO/INGO, CSO.
40. Participates in coordination meeting and provide information as needed and to keep updated information of current issues and trends related to the responsibilities of the job.
41. Develop and make use of contacts with Red Cross partners, government agencies and NGO/INGO, CSO.

General

42. Perform any other relevant duties and responsibilities assigned

Skills, Competencies and Requirements

- **Must be M.B.B.S with valid Medical License**
- Relevant Master Degree is preferred
- Minimum two to three years of clinical experiences

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- Sound clinical knowledge and clinical skills
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong skill in numerical recording, data maintenance
- Strong interpersonal and communication skills
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- 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

****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: mrcstgihrofficer@gmail.com (or)

Branch Office:

**Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung 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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Page 5 of 5