



# Myanmar Red Cross Society

HR-HQ VA No. 120.1 – Health Officer



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 Officer

- No. of Post : 2 Posts
- Report to : Medical Coordinator
- Department : Health Department
- Program/Project : Mobile Health Team (Countrywide)
- Duty Station : Nay Pyi Taw/ Yangon (Deployment to State & Region)
- Grade : D-2
- Benefits : Salary + Insurance + Training + Travelling Allowances + Health Benefit Allowance + Supplementary Allowance + Communication Charges + Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

**Application Deadline : 28-November-2024 to 12-December2024, 16:30 p.m.**

### Background of the Project

Through the establishment of three mobile health teams (comprising medical doctors, nurses, health officer, pharmacist, health educator, referral officer, Red Cross Volunteers) MRCS will provide the target communities with clinical and public health care especially for accessible to treatment of minor illness and injury, early detection and timely referral of both major communicable and non-communicable diseases, emergency health care, 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 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 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 Health Officer is to contribute to the field operations of the mobile clinic: ensuring that the target communities including IDP can easily access the necessary health services as well as the health knowledge in coordinating with Red Cross Volunteers (RCVs), Community Health Workers (CHWs), SHD, local community and village leaders, and other organizations providing health care as necessary.

**"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/Health Officer for NayPyiTaw/Yangon/Health Department (28-11-2024)*



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## Duties and Responsibilities

### Clinical Care

1. Assist Medical Coordinator in preparation for mobile services for smooth functioning and integration of the various activities in the clinic.
2. Ensuring triage system for crowd control and provide systematic clinic flow in mobile clinic sites.
3. Assist Nurse in controlling, recording and storing of medicine sub-stock as needed.
4. Assist Medical Coordinator and Nurse in performing emergency & primary health care services aligning with the MRCS policies when requested from the health department, the local red cross branches and other relevant local authorities.
5. If and when needed, travel to areas in need together with the clinic teams.

### Public Health Service

6. Lead capacity building trainings when it comes to prioritize diseases for both staff and Red Cross Volunteers.
7. Impart health information to service users and their attendants at the clinic setting under supervision of Medical Coordinator.
8. Assess the needs for development of contextualized IEC materials to aid health and hygiene promotion.
9. Develop lesson plans for HE and awareness sessions based on guidelines from MOH and MRCS
10. Facilitate and/or involve in the mainstreaming of Sexual and Gender-based Violence (SGBV) components into the project.

### Coordination

11. Assist the team in coordination and networking activities for mobile services in community.
12. To assist the Medical Coordinator and Program Manager in coordination with relevant local Governmental and non-governmental stakeholders as needed.
13. To communicate with community/Red Cross volunteers in order to provide mobile clinic activities timely and systematically.
14. To ensure community accessibility with least barriers to the mobile clinic through close coordination with Community Volunteers and Field Supervisors from the target villages.

### Data collection and reporting

15. With close coordination with Nurse, ensure daily/monthly report, and compilation of necessary data/information to submit in time to the Supervisors as necessary.
16. To support the Medical Coordinator and Nurse in monitoring to clinic activities and analyse relevant data.

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17. Assist the team for systemic development of stock as well as patient registers/reports/analysis as well as Rapid Response Team Daily Record Form according to patient data and report to State Health Department daily through Medical Coordinator as needed.

### Monitoring & Evaluation

18. To signal and initiate improvements in the functioning of the clinic through community orientation and satisfaction.
19. Gather information about conflict, disaster and access the health need of the community in countrywide for deployment.
20. To ensure that program 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.

### General

21. Travel to different state and Region at short notice (deployment) together with the clinic team.
22. Perform any other duties and responsibilities as may be assigned.

### Skills, Competencies and Requirements

- **Must be B.Comm.H (or) B.N.Sc (or) Diploma in Nursing (or) other Health related Degree**
- Minimum 2 years of experiences in Health promotion program
- Experiences in health care program related activities or Mobile clinic activities in NGO/INGO (preferable)
- Sound public health related knowledge and 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
- Fluent in Myanmar and English language
- Interest in learning about the Red Cross/Red Crescent Movement
- 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

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- 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:**

Head Office:

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

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

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

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