

- Job location** : **Ayetharyar Service Centre(Taunggyi Township)  
Hpa-An Office, South Yangon (Dala Office)**
- Duration** : **Up to December 2024 (Extendable base on budget)**
- Vacancy opening date** : **14<sup>th</sup> May 2024**
- Vacancy closing date** : **23<sup>rd</sup> May 2024**

### **Première Urgence Internationale (PUI)**

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, those hit by natural disasters, wars, and economic collapses, by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 4 million people in 22 countries in Africa, Asia, Middle East, South Caucasus and France: Health, WASH, Food Security and Nutrition, Shelter and Economic Recovery.

PUI has been working for the people of Myanmar on health and related issues since 1983, as **Aid Medical Internationale (AMI)**. The merger of PU and AMI in 2011 strengthened our ability to provide integrated, multi-sector approaches utilizing the combined organisations' experience resulting in more diverse programming and intervention possibilities. PUI's mandate to respond to emergencies remains a priority, while maintaining a longer-term development focus to adapt to the contextual needs of the population in Myanmar. Our projects have spanned several areas of the country including Shan, Kayin as well as south Yangon areas.

### **Job Purpose**

The medical officer is the guarantor of the quality of care as well as project activities. He or she will accompany health supervisors and partner organization in the proper performance of medical acts and advise in the provision of sexual and reproductive health rights services to vulnerable and marginalized populations in four townships in Southern Shan.

Under the direct supervision of **the senior medical officer** and under the technical supervision of **the deputy health coordinator**. He or she is a technical supervisor of health supervisors.

### **Responsibilities**

#### **Implementation of SRH activities**

- Assist the senior medical officer and project manager in designing, organizing, and implementing SRHR activities.
- Assist in the development of innovative IEC tools used for medical practice (such as decision flowchart, typical course of a successful SRH consultation, etc.). together with the project's staff, coordination team, and communication team

- Ensure proper implementation and the use of tools, protocols, and guidelines in health structures and mobile clinic
- Apply international standardized guidelines and PUI protocols for the diagnosis and treatment of patients
- Maintain service center hygiene and medical equipment standards to a high level in accordance with best practices
- Ensure service center settings and SRHR team members are in accordance with infection control and preventive measures
- With the members of the partner organization, the medical officer requires strong collaboration in the implementation of project activities at the field level under the supervision of the project manager
- Prepare and supervise the process of the distribution of cash for medication, ensuring efficiency and transparency according to standard operating procedures.
- Inform the supervisor of the emergency referral and provide him/her with the necessary information to proceed
- To prepare and monitor purchase requests and track them efficiently until the process is complete
- To establish an effective coordination mechanism with internal departments (finance, administrative, logistic, and coordination departments)

### **Provision of quality SRHR services and MHPSS activities, supervision, and monitoring**

- Provide quality SRHR services and MHPSS activities to vulnerable and marginalized populations through the service center and mobile team, manage complicated cases, or refer them
- Supervise and provide technical support and guidance to health supervisors in their skills and provide them with on-the-job training at the health structures
- Supervise mobile visits in Nyaungshwe township, Kalaw township, Lawksawk townhsip, and Taunggyi township together with team members of partner organization in conducting awareness raising activities, health education, and promotion sessions.
- Ensure the good management of the health structures, including pharmacy and waste management.
- Follow up on drug consumption and the rational prescriptions given by health supervisors in collaboration with the pharmacy team and senior medical officer to ensure a rational use of the drugs.
- Supervise the health supervisor and database assistant in the linkage of care activities (referral activities) in alignment with standard operating procedures in close collaboration with partner organization, NAP, other implementing partners, government hospitals, and private clinics and laboratory services.

### **Report, meeting, and planning**

- Plan, collect, and send the data on SRHR services to the supervisor
- Prepare and provide input on the drug forecasting report together with the project team and pharmacy team.
- Supervise the monthly teamwork plan to ensure smooth operation
- Report relevant issues encountered in mobile visits and service center in timely manner.
- Prepare and participate in awareness campaigns together with the communication team.
- Attend and participate in the team meetings, base meetings, trainings, and special events.

## Training and workshop

- Lead project-related trainings for the targeted population under the project manager's supervision.
- Conduct medical trainings for SRHR team members as needed.
- Take part in PUI coordination meetings with NAP, other IP, and local partners.

## Relations and reporting

- Record epidemiological data, follow up on medicine's consumption.
- Assist supervisor and project manager in analysing the data and preparing the monthly reports as necessary.
- Keep good relationships and strong collaboration with PUI staff, NAP, partner organization and other implementing partners.

## Requirement Skills

- **Medical Degree (M.B.,B.S with a valid SAMA registration licence)**
- Two years or more of clinical experience in the field of sexual and reproductive health is a strong advantage.
- Demonstrated previous clinical experience in family planning services (IUD and implant insertion) is required.
- Utmost respect for privacy, confidentiality, and do no harm, particularly regarding beneficiaries' data.
- Being able to negotiate and have good communication with different stakeholders, including IP, local NGO, and key populations, is mandatory.
- Working experience with other INGO/local NGO in mobile and clinical settings is preferable.

Due to the specific work of Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here, the **Medical Officer** is requested to stay at the organization's disposal for any extra duties related to the work, and this position and job description will be reviewed regularly in concordance with the development of the programs.

To Apply Online, please access via this link,

[https://docs.google.com/forms/d/1bn1z2NfEIIDogO6T-rurcpyEKtOiv2LEDfq\\_OzakDG8/edit](https://docs.google.com/forms/d/1bn1z2NfEIIDogO6T-rurcpyEKtOiv2LEDfq_OzakDG8/edit)

- Applications from all origins, religion, gender, age, People Living with HIV
- people with disabilities are encouraged to apply.
- Parents with small children can be provided with some flexibility. Every application will be reviewed as per the qualification, experience necessary for the position only.

**CV with cover letter and relevant certificates can be sent to:**

**Coordination office, No. (91-G1), Than Lwin Street, Golden Valley, (1) ward, Bahan Township, Yangon**

**Dala Office, No.44, Shin Saw Pu Road, Aungmingalar Ward, Yangon, Myanmar**

**Shan Office, No.18., Kwar Nyo Street, Area (2), Phaya Phyu Quarter, Taunggyi Township, Southern Shan State**

**Kayin Office, No(7-Ka-254), Mann Ba Khine Street, Ward-7, Hpa-An Township, Kayin State**

Please mention the applied position in Subject if you send your application via email.  
Only short-listed candidates will be contacted for next selection process.