



# INTERNATIONAL RESCUE COMMITTEE

## Vacancy Announcement-Ref No. VA 0010

(National Only)

### Four Core values of IRC

#### Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

#### Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

#### Service

We are responsible to the people we serve and the donors who enable our service.

#### Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

### From Harm to Home

The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover and gain control of their future. [www.theirc.org](http://www.theirc.org)

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Livelihoods, water & sanitation, women protection & empowerment, health, social development
When began in Myanmar?	2008
What position you are applying for?	Referral Project Assistant
Number of Opening	1
Who you report to?	Sr. Referral System Officer
Where you work?	Sittwe, Rakhine State
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Monthly Health Benefit + Annual Group Life Insurance + Annual 13 <sup>th</sup> Month Pay + Gratuity + Leaves Entitlements)
When can you apply?	During 27 June 2025 to 6 June 2025
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".
What is your Job Scope?	The Referral Project Assistant is responsible for coordinating and managing emergency referral support services with the support of Sr. Referral System Officer under the Humanitarian Health Response Project in Sittwe, Rakhine State. This role ensures timely and effective referral of critically ill patients from IRC-supported mobile clinics, fixed clinics to secondary and tertiary care facilities. The Referral Project Assistant will work closely with Referral teams, IRC mobile medical teams, Township Health Departments, public hospitals, partner CSOs, and beneficiaries to facilitate, track, and document life-saving referrals in accordance with IRC's referral SOPs and donor guidelines.

#### Main Responsibilities

##### Referral Coordination

- Together with Sr. Referral System Officer, required Coordination about referrals from mobile, community-based referral services/Community Health Team and fixed clinics to public hospitals or higher-level care facilities.
- Maintain communication with health providers, hospital staff, and families to ensure smooth transfer and acceptance of patients.
- Ensure appropriate documentation, follow-up, and feedback for each referral case.

- Work with mobile clinic teams to identify eligible referral cases in line with clinical severity and SOP.

#### **Case Management**

- Track all referred cases and maintain accurate, confidential records and reporting logs.
- Provide assistance to patients and caregivers with logistics (transportation, directions, documentation).
- Conduct post-referral follow-up calls or visits to check patient outcomes and gather feedback.

#### **System Strengthening & SOP Compliance**

- Ensure referrals align with IRC's Emergency Referral SOP.
- Support the refinement and contextual adaptation of referral procedures as needed.
- Facilitate patient awareness and communication about available referral pathways.

#### **Reporting and Documentation**

- Under the support of Sr. Referral System Officer, collect data for monthly referral reports, including referral numbers, case summaries, and outcome trends.
- Ensure timely data entry and quality assurance of referral records.
- Submit regular updates to the Health Project Manager and contribute to donor reports as required.

#### **Coordination and Representation**

- Together with Sr. Referral System Officer, General Coordination with key stakeholders will be needed, and hospital focal points for referral case handling.
- Represent IRC in referral-related discussions and coordination meetings at township level when delegated.
- Liaise with IRC's Health, MEAL, WPE and Protection teams to integrate referral activities with broader service delivery.

#### **Other Duties**

- Support health team with procurement tracking for referral-related needs (e.g., transport, equipment).
- Participate in emergency case assessments and surge support as needed.
- Perform other related duties as assigned by the supervisor.

### **What should you have?**

#### **Requirements:**

- Medical background required: such as Nurse, Midwife or health-related degree is preferred
- Preferred previous experiences in clinical service or referral coordination, preferably in emergency or humanitarian settings.
- Experience working in conflict-affected or disaster-affected communities is an asset.
- Strong interpersonal and communication skills, especially with patients and local health staff.
- Proven organizational and documentation skills.
- Familiarity with MS Office (Word, Excel) and mobile data collection tools.
- Burmese, English (Basic), preferred local languages

#### **Certificates or Licenses:**

- Medical Background certificates of Nurse, Midwife or health-related degree

**Remark: Local candidates are encouraged to apply.**

Interested and qualified candidates are to submit a **Cover Letter, Resume, NRC and Education Certificates** to the Human Resources Department before the deadline.

Deadline	Mailing Address	Email
<b>5pm on Sunday, July / 6 / 2025.</b>	<b>International Rescue Committee</b> <b>Sittwe Office</b>  Pyi Htaung Su Lane Thwe 1, North Sanpya, Pyi Taw Thar Quarter, Sittwe	<a href="mailto:HR.IRCMyanmar@rescue.org">HR.IRCMyanmar@rescue.org</a>

**Notes:**

- Resume is requested to be submitted in **Microsoft Word Format**.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status or disability.
- Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will be subjected to the termination of the employment contract even after successfully selected.
- **IRC regrets to inform that only short-listed candidates will be contacted.**