



**Health Project Officer**

**Date: 25<sup>th</sup> June 2025**

We are currently recruiting a Health Project Officer position, directly reporting to Field Health Coordinator.

**This position is based in Rakhine State, 70% travel to implementation areas.**

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

#### **About Relief International**

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

#### **Main purpose of the role**

The Health Project Officer facilitates the development and implementation of the integrated MNCH project by effectively coordinating with township stakeholders, including the Township Health Department, other implementing agencies, community-based organizations, and a community-based volunteer network.

#### **Key Responsibilities**

#### **Accountability and Complexity**

- Collaborate with Basic Health Staff (BHS), Township Health Department, Rural Health Centers, and sub-Rural Health Centers to implement integrated MNCH activities
- Primary responsible for the management of community-based health workers and peer educators and community-based groups, ensuring community driven lifesaving MNCH activities.
- Regularly map and update health facilities and health volunteers.
- Collect and map health-related indicators and promote awareness of feedback mechanisms among healthcare providers and the community.
- Support the Field Health Coordinator in developing integrated MNCH project implementation plans with clear timelines and targets.
- Facilitate coordination meetings, advocacy meetings, and awareness sessions at the community level.
- Assist in training BHS and CBHWs/PE network at the township level and in capacity-building training for CBOs/CSOs and local organizations.
- Coordinate with key community-level stakeholders from various community-based organizations for participatory project design and implementation.
- Participate in situational analysis and other M&E activities as necessary, under the guidance of the Field Health Coordinator and MEL team.
- Regularly collect and compile project data to submit to the Field Health Coordinator, including case studies, success stories, and focus group discussions.
- Cross-check data and feedback with the M&E team (e.g., referral reports, PIP, HIMS).

- Responsible for financial accountability of project cash usage in line with RI policies and procedure

### **Health Project Management**

- Provide support to the Field Health Coordinator to each integrated MNCH project implementation with appropriate timelines and targets
- Awareness on feedback mechanism of health care providers, health services, and also from the community and explain to the respective person and report back to the Field Health Coordinator.
- Supervision on joint activities implementation with the Township Health Department.
- Facilitate coordination meetings, advocacy meetings, and awareness-raising sessions at the community level as required
- Participate in data collection, proposal developments
- Facilitate training for BHS and CBHW/PE/ Community support groups conducted at the Township level as required.
- Facilitate training for Capacity building Training to CBO/CSO and local organizations
- Mapping of health facilities and health volunteers and updating on a regular basis.
- Mapping and data collection of health-related indicators.
- Coordinate with key community-level stakeholders from different community-based organizations to ensure participatory project design and implementation.

### **Partner Support**

- Responsible for close collaboration and coordination with partners for the implantation of the project
- Conducted meetings with partners in the targeted area as required
- Technical support to partners in regular schedule basic
- Working closely with the Field Health Coordinator on partner approach sustainability planning of the project
- Mapping of partners' service coverage area and updating on monthly basic

### **Data collection and reporting**

- Assist the Field Health Coordinator to prepare project teams weekly and monthly work plans
- Participate in conducting situational analysis and other M&E activities as necessary under the guidance of the Field Health Coordinator and MEL team.
- Collect and compile project data regularly to submit to the Field Health Coordinator, including case studies, success stories, and focus group discussions.
- Cross-checking data and feedback with the M&E team (eg referral report, PIP, HIMS, and others according to reporting guidelines)
- Provide support to the CBHWs by closely coordination with roving pharmacist and respective logistics to regularly update on inventory of medical and non-medical items supported by the project.

### **General Tasks**

- Take part in program meetings, program reviews, and in general staff meetings.
- Adopt a non-judgmental attitude, manage patients with compassion, and maintain strict confidentiality and privacy.
- Any other relevant tasks upon special request by the line manager according to program needs as required.

- Carry out other tasks as required due to the project's nature or as advised by the supervisor

### **Behavior and conduct**

- Ensures that behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

### **About You**

You will bring the following experience and skills:

- University degree in Public Health, Community Health, Health Sciences, Nursing, or a related field.
- At least 3-5 years of experience in the successful implementation of health projects or programs.
- Experience working in a similar position, preferably in an (I)NGO.
- Strong programming, management, and technical skills related to health project implementation. Experience in conducting training and capacity-building activities.
- Proficiency in using computer software, particularly MS Word, Excel, and PowerPoint.
- Excellent analytical and problem-solving skills.
- Ability to collect, analyze, and interpret data to inform project decisions.
- Strong written and verbal communication skills in both the local language and English.
- Ability to produce high-quality reports and documentation.
- Interpersonal Skills: Demonstrated ability to work effectively with diverse teams and stakeholders.
- Strong leadership and team management skills.
- Ability to work under stressful conditions and in challenging environments.
- Commitment: Willingness to travel frequently to project sites, including remote and hard-to-reach areas.
- Understanding and commitment to the principles of humanitarian work, including the "Do No Harm" approach.

### **Desirable Criteria**

- Experience working with Technical Agencies and a good knowledge of health systems and programs.
- Previous experience in emergency response or health system strengthening in Rakhine context
- Familiarity with mobile data collection tools and methodologies.
- Strong organizational skills and attention to detail.
- Ability to work independently and take initiative.
- Flexibility and adaptability to changing project needs and priorities.

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**How to apply :** To apply for this post, click on the "[link](#)" button in the job advert page and send to [hmmm@ri.org](mailto:hmmm@ri.org), quoting "Health Project Officer, Rakhine State" in the subject line.

**Closing date: 9<sup>th</sup> July 2025**

- You will be asked to upload a CV and Cover Letter.

- The cover letter should be at least one page; three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.