



Date: 8<sup>th</sup> May 2024

### **Health Project Officer**

We are currently recruiting **Two Health Project Officer**, directly reporting to Field Health Coordinator.

This post is based in Rakhine State.

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.

### **Overall Objectives (scope)**

Under the direct supervision of Field Health Coordinator, the Health Project Officer provides necessary assistance to ensure the development and implementation of the Coordinated Township Health Plan (CTHP) through good coordination and collaboration with relevant township stakeholders including from the Township Health Department, other implementing agencies, and community-based organizations.

### **Specific Responsibilities:**

#### **Responsible on strengthening of health volunteers' network for A2H in Rakhine**

- Work closely with BHS staffs; Township health Department, from Rural Health center and sub Rural Health Center to implement CTHP activities
- Assist township health department at supervision visit of new and existing village health workers (AMW, CHW)
- Mapping of health facilities and health volunteers (THD/EHO) and updating on regular basic.
- Mapping and data collection of health-related indicators.
- Awareness on feedback mechanism of health care providers, health services and also from the community and give explanation to the respective person and report back to Field Health Coordinator.

#### **Responsible on implementation in health system strengthening at targeted areas.**

- Provide support to Field Health Coordinator to develop CTHP implementation plan with appropriate timelines and targets
- Supervision on joint activities implementation with Township health Department.
- Facilitate coordination meetings, advocacy meetings and awareness raising sessions at the community level, together with community health promoters as required.
- Facilitate in training for BHS and VHW conducted at Township level as required.
- Facilitate in training for Capacity building Training to CBO/CSO and local organizations.

**Responsible of strengthening partners who are working together on A2H at targeted areas.**

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

**Representative of Relief International for networking and coordination with INGO/LNGO, CBOs, CSOs and other community actors.**

- Coordinate with key community level stakeholders from different community-based organizations to ensure participatory project design and implementation.
- Attend external meetings if/when assigned to represent RI.

**Technical and close supervision with community health promoters in project implementation**

- To ensure the effective management, activities planning, technical supporting to community health promote
- Supervision on community health promoters
- Understanding of and adherence to confidentiality is a requirement.
- Management on human resource community health promoters by supporting of direct supervisor

**Responsible for reporting and activities planning according to reporting guideline Rakhine.**

- Assist the Field Health Coordinator to prepare project teams weekly and monthly work plans along health promoters
- Participate in conducting situational analysis and other M&E activities as necessary under the guidance of 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 feed backs with M&E team (eg referral report, PIP, HMIS and others according to reporting guideline)
- Provide support to the township health department and RI Logistics Assistant to regularly update on inventory of medical and non-medical items supported by the project.
- Carry out other tasks as required due to the project nature or as advised by the supervisor

**About You**

You will bring the following experience and skills

- Health-related degree
- Experience working in public Health area working with INGO / LNGO/ UN and Rakhine state working experience are preferable
- Proven experience in coordination with local authorities, health staff and communities.
- Can work well in MS Word, Excel, Power point
- Willingness to make frequent field trips to the assigned areas, including hard to reach by Boats, Car, Motorbike, Tok Tok including overnights stay
- Knowledge of conflict sensitivity approach and cross cutting themes
- Fluency in one of the local dialects is preferable
- Comprehensible communication skills, both written and spoken, in Myanmar and English
- Good general computer skill, excellent command of Excel
- Good communication skills between the clients and staff and among the team.

- Able to work under little supervision to complete tasks with timely manner.

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**" in the subject line. **Closing date: 22<sup>nd</sup> May 2024**

- 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.