



Medical Officer

Date: 9th May 2024

We are currently recruiting **Three Medical Officer**, directly reporting to Senior Health and Nutrition Project Officer.

This is a Lashio based position in Northern Shan State, under funded from BHA.

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.

Job Profile

Manage and support for smoothly Health and Nutrition program at the field level under supervision of Northern Shan Program Manager and Senior Health and Nutrition Project Officer.

Accountable for field Health and Nutrition activities, related monthly report, MEAL data, financial documents and cash projection to the respective line management staffs.

Communication with the village/camp leader, CBOs, CSOs for smoothly program implementation for health and nutrition activities.

With technical support from Health Technical and Coordination Unit and Senior Health and Nutrition project Officer, provide technical support to the community focal points, volunteers, CBOs, CSOs and sub-grant partner organization.

Accountable for Health and Nutrition mobile team as a team leader to achieve program goal.

Your responsibilities will be:

Medical Management

- To provide the appropriate medical management of all patients seen in villages/camps including home base services when required.
- To participate actively in the management of emergencies and cover them in a rotation base.
- To Participate actively in emergency medical response for victims affected by disasters and post conflict condition if needs.
- To ensure all the medical services and treatments provided are in line with and according to protocols/ guidelines
- To determine when a patient should refer to higher care facilities and make proper referral system to nearest health station/ township hospital

- To ensure the smooth flow of the clinic and treat the patients with respect, keeping the clients' dignity and rights, showing empathy and establish good personal relationship
- To ensure regular follow-up of some patients who are suffering from chronic diseases and others as required, including nutrition patients.
- To supervise the mobile clinic setting is in Universal Precaution and proper waste management as per international strictly at work place and also keep awareness and supervise for universal precaution issues
- To identify and participate on the identification of patients in need of referral and coordinate with Health Technical and Coordination Unit for it.
- To ensure that stock registers, patient registers are done correctly and systematically and that numbers are medically pertinent
- To ensure professional confidentiality and medical ethics are respected

General Management

- To prepare appropriate participate in the preparation of the monthly work plan for all staffs and ensure to operate clinic activities in accordance with approved work
- To manage and supervise Nurse/Health Assistant, Midwife, Health Educator and Community Focal Points.
- To take accountability and responsibility for clinical operations under the guidance, supervision and management of Northern Shan Program Manager and technical support from Head of Health Technical and Coordination Unit

Data Collection and Reporting

- To collect and input data and timely report on morbidity and mortality of patients according to RI standard reporting tools
- To submit monthly report to Line Manager including the recorded database, summary and overview of status, problems/issues, etc.
- To inform to Northern Shan Program Manager and get technical support from Head of Health Technical and Coordination Unit for specific medical needs, including potential disease outbreaks, in intervention settings.

Capacity building

- To collaborate with Health Program Officer and give theoretical and on-job training to medical and para-medical staffs including Nurse/Health Assistant, Midwife, Health Educator and Community Focal Points from intervention settings depending on needs

Communication, Coordination and Supporting as Liaison

- To excellent communication with strong interpersonal skills and able to deal with local communities
- To maintain good relationship with Basic Health staffs, Township health department, local CBO/CSOs and other UN agencies/INGOs all the team members from implementation Townships
- To work close with Logistic Department and other sectors for team movement plan
- To be liaison officer when monitoring visit by Senior Staff from Health Program or Government Staff

Assessment

- To be part of the team to do assessment in the areas affected by disasters
- To collect appropriate data, both quantitative and qualitative, from medical point of view

- To assist Health Technical and Coordination Unit Health in preparing assessment reports by giving all necessary inputs from medical perspective

Others

- To take part in program meeting, program review and in general staff meetings and meeting conducted by MoHS on regular basis
- To assist the patients during referral to medical facilities if need it.
- To adopt non-judgmental attitude, manage patients with compassion and maintain strict confidentiality and privacy
- Any others relevant tasks upon special request by Supervisor according to program needs

About You

You will bring the following experience and skills.

- M.B.,B.S degree with valid license
- Substantial proven experience working in NGO/INGO/UN, development/ emergency humanitarian project and experience in similar project is preferrable
- Good knowledge of primary health care, Nutrition, MNCH and Reproductive Health
- Experience in emergency medical response will be an asset and working experience at Northern Shan will take an advantage.
- To be a good team player and good personal skill to co-workers
- Willing to work for marginalized population in clinic-based setting and in a multicultural context
- Good knowledge of written and spoken English is essential. Able to speak local language will be an advantage.
- Flexible and empathetic attitude. Willingness to perform beyond main tasks once assigned by line manager.
- Good general computer skill, excellent command of Excel
- Good communication skills between the clients and staff and among the team.
- Able to work under minimum 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 hrrmm@ri.org, quoting "**Medical Officer-Lashio**" in the subject line. **Closing date: 23rd 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.