

VACANCY ANNOUNCEMENT

MERCY Malaysia (www.mercy.org.my) is an international humanitarian non-governmental and non-profit organisation with a Country Office registered with the Ministry of Home Affairs. MERCY Malaysia is a member of the International Council of Voluntary Agencies (ICVA) and Asian Disaster Reduction & Response Network (ADRRN), and has Special Consultative Status with the United Nations Economic & Social Council (ECOSOC) and is certified by the Humanitarian Accountability Partnership (HAP) International.

MERCY Malaysia provides medical relief, health services, risk reduction, and development programmes for vulnerable communities, in both crisis and non-crisis situations. MERCY Malaysia in Myanmar is currently undertaking Health Care Programmes in Rakhine State.

Job Description for Medical Officer

Title : Medical Officer
Reporting to : Senior Medical Officer / Head of Sittwe Office
Duty Station : Sittwe , Rakhine State, Myanmar
Duration : 12 months + Extendable

Summary

The Medical Officer (MO) of MERCY Malaysia Myanmar will have an active role in implementing the health projects in Rakhine State. The MO will be assigned to daily assignment based on the tasks outlined by the Senior Medical Officer.

This list is by no means exhaustive and will be subjected to change from time to time as and when required

Key responsibilities

- To serve and provide primary health care services with impartiality and without any discrimination in regard to race, religious, or nationality in the area assigned
- Management of Patients which includes giving medical consultations, giving treatment to patient, prescribe the suitable medication for the disease, referring any serious cases or should the patient need further investigation to any relevant health institution
- Monitor and consolidate the stock lists of medicines inventory
- To perform on – call duties including emergency cases as and when required
- Consolidate the damage/replacement assets lists at the camp/village clinics for submission to the Senior Medical Officer / Head of Sittwe

Project Monitoring & Reporting

- Produce a medical report on daily basis which should include the medical diagnosis, common diseases and recommendation
- Ensure documentations and supporting documents including health data are in place
- Monitor and responsible to the other staffs working as MERCY Malaysia Volunteer and to report back to the Senior Medical Officer / Head of Sittwe

Communication & Networking

- Liaise and coordinate with the related government officials or other bodies or organizations, community and staff in other areas of work in Sittwe, in line with MERCY Malaysia strategic plans and values
- Actively participating in the Health coordination meeting held by related authorities, General coordination meeting from UN, INGO or any related agencies as when required
- Keep abreast and ensure that Field Office Operations abide to the national policy, rules & regulations

Required

The successful candidate must have a medical degree with a valid SAMA registration, and has at least two-year experience as a practicing doctor, ideally in field and remote locations. The candidate has strong analytical skills and excellent English communication. The candidate is also able to work and thrive in stressful operational environments, able to work long hours and is comfortable being around a diverse group of people from various backgrounds. Experience in the NGO sector as well as in an international organization is an advantage. The candidate must be willing to be assigned both day and night time as per requirement of the situation. The position is open to **Myanmar nationals only**. The position is based in Sittwe but may be re-assigned either temporarily or permanently depending on need, especially during emergency response. And also require field visit to the project areas. The position is a full-time assignment.

Salary and Benefit

The successful candidate will be entitled to a competitive compensation package.

How to apply

Interested applicants must submit a Letter of Interest expressing their motivation together with a comprehensive Curriculum Vitae with names and contact information of (2)

references to cho.hnin@mercy.org.my and CC to saiheinaung@mercy.org.my

Deadline for application is **02.07.2025**.

There are several vacancies, but due to the urgency, **the vacancies will be filled as soon as a qualified applicant is found**. Please clearly mention the position title would you like to apply. MERCY regrets to inform that only short-listed candidates will be contacted for the interview.

Remark: The applicants with prior government sector experience must submit a copy of their resignation or Service Termination Letter from the relevant department.