

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 Nurse

Title : Health Assistant (HA)
Reporting to : Senior Medical Officer / Head of Sittwe Office
Duty Station : Sittwe, Rakhine State, Myanmar
Duration : 12 Months + Extendable

Summary

The Health Assistant (HA) of MERCY Malaysia Myanmar will have an active role in assisting to implement the health projects in Rakhine State. The Health Assistant (HA) will be assigned to daily assignment including administrative tasks 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
- To conduct health and hygiene education accordingly
- To perform on – call duties including emergency cases as and when required
- Management of Patient 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.

Project Monitoring & Reporting

- Ensure documentations and supporting documents including health data are in place
- Monitor and responsible to other staffs working as MERCY Malaysia Volunteer and to report back to the Senior Medical Officer / Head of Sittwe Office
- Monitor and consolidate the stock lists of medicines inventory by daily and weekly basis Record the daily drug consumption in drug register book
- Consolidating daily patients data and disease summary

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 Township, in line with MERCY Malaysia strategic plans and values
- Keep abreast and ensure that Field Office Operations abide to the national policy, rules & regulations.
- Provide up to date information on the safety security at projects site
- Must have good communication and facilitation skills

Required

The successful candidate must have a Bachelor of Community Health Degree and have at least three-year experience 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 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 **05.07.2025**.

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.