

## Vacancy Announcement (018/2025)

Pyi Gyi Khin (PGK), established in 1997, is a non-governmental organization working together with local and international organizations. Pyi Gyi Khin strives for the rights of every citizen, especially women and children, and provides necessary services through capacity building of the people and necessary advocacy work.

PGK have implemented projects and programs on the community-based HIV prevention and ART support, community-based MDR - TB care project, TB care in Hard-to-Reach Areas, and the Local Engagement and Development for TB (LEAD-TB) project, with the support of GFATM, USAID and International NGO and partners. In response to the recent earthquake, PGK has mobilized emergency medical teams and collaborated with local SHGs and CBOs to provide essential health care, food and non-food item distribution, mental health counselling, and referral support in the affected areas.

Now PGK is recruiting a qualified candidate for **Nurse** under ATH Project.

Position Title	Nurse
Number of Post	1
Level & Grade	6 B1
Salary	USD - 449
Report to	Medical Officer
Duty station	Pyinmana
Project Duration	Till End of October

### Scope of Work:

The Nurse is responsible a key role in supporting the Medical Officer and working collaboratively with the Mobile Medical Team to deliver essential healthcare services in communities affected by the earthquake. This includes providing direct clinical care, supervising community health volunteers (Counselors), ensuring infection prevention and control, and contributing to the efficient operation of mobile clinics in field settings.

### Roles and Responsibilities

#### Clinical Care and Patient Support

- Assist the Medical Officer in patient consultations: vital signs, history-taking, and preliminary assessments.

- Administer medications, perform wound care, and deliver nursing procedures in line with prescriptions.
- Provide basic health education to patients and caregivers on hygiene, prevention, and treatment compliance.
- Monitor patient condition and promptly report any changes to the Medical Officer.
- Support triage and maintain patient flow at the mobile clinic site.

## **Emergency and First Aid Response**

- Support stabilization of critical cases and assist in emergency procedures.
- Prepare and maintain emergency kits and essential medical supplies.
- Facilitate patient referrals by preparing documentation and supporting transfer logistics.

## **Clinic Operations and Supply Management**

- Maintain cleanliness and infection prevention standards in the mobile clinic.
- Track usage and support inventory management of nursing supplies and consumables.
- Assist in the daily setup and closure of the mobile clinic site.

## **Infection Prevention and Control (IPC)**

- Apply standard IPC protocols including hand hygiene, sterilization, and waste disposal.
- Educate patients and families on infection prevention practices.
- Monitor adherence to IPC procedures among volunteers and patients.

## **Supervision of Volunteers**

- Provide technical guidance to community volunteers on basic health practices and hygiene promotion.
- Ensure coordinated efforts between clinical and community outreach activities.
- Support training, task assignment, and performance feedback for volunteers.

## **Documentation and Coordination**

- Support clinical record-keeping and assist in reporting patient data to the Medical Officer.

- Coordinate with team members, medical logistics officer, and local health stakeholders to ensure effective service delivery.
- Participate in team briefings, planning sessions, and operational reviews.

## Additional Assignment

- Represent PGK professionally in public health events and community engagement activities as delegated.
- Perform other duties as assigned by the supervisor based on programmatic needs and emergency response priorities.

## Personal requirements

- Diploma or Degree in Nursing with valid professional license.
- Minimum 2 years of clinical experience; mobile/outreach or emergency response experience is an asset.
- Proficiency in basic nursing care, medication administration, and first aid.
- Ability to communicate sensitively with patients and communities.
- Commitment to humanitarian principles, patient rights, and community well-being.
- Willingness to work in field conditions and travel to remote or crisis-affected areas.
- Proficient in Microsoft Office (Word, Excel, PowerPoint), internet use, and email communication.
- Strong interpersonal and team collaboration skills.
- Willingness and ability to travel to project sites.

Please note that all the applications must be in google format as mentioned below or available at MIMU Myanmar website.

Apply link:

<https://docs.google.com/forms/d/e/1FAIpQLSeKyTg2-Oy-wAVknquoa3Yrq52UDfRm1YADPG8nXJqXsKvmJg/viewform?usp=dialog>

## Notes for Application:

**Interested individuals should submit an application letter specifying the position, along with an updated Cover Letter or Letter of Interest and a CV that includes a recent photo, educational qualifications, and contact details of (3) referees.**

No. (82), Maharsi Tharthana Yeik Thar Road, Bahan Township, Yangon, Myanmar.

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[www.facebook.com/PyiGyiKhinMyanmar](https://www.facebook.com/PyiGyiKhinMyanmar)

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- ✓ *The deadline for submitting applications is **June 4, 2025 (Wednesday)** at 5: 00 PM.*
- ✓ *CV and Application Letter must be in the form of PDF Version only.*
- ✓ *We are not obliged to return the application received. Qualified women candidates are encouraged to apply.*
- ✓ *All facts mentioned in your CV form must be corrected.*
- ✓ *Candidates are also requested to mention in the applications if there is, blood/ marriage relationships with the existing Pyi Gyi Khin employees.*
- ✓ *Only short-listed candidates will be notified. Please make no telephone enquiries.*

***PGK expects full commitment of its employees to the PGK Code of Conduct including PSHEA policy.***



**Admin and HR Department**

**Pyi Gyi Khin**

**No. 82, Maharsi Tharthana Yeik Thar Road,  
Bahan Township, Yangon, Myanmar.**