



**Adventist Development and Relief Agency Myanmar  
Vacancy Announcement**

<b>Position Title:</b>	<b>Health Officer</b>
<b>No. of Post:</b>	1 post
<b>Reports to:</b>	Medical Specialist
<b>Duty Station:</b>	Pakokku
<b>Type of Contract:</b>	Fixed Employment Contract

**About ADRA:**

ADRA is the global humanitarian arm of the Seventh-day Adventist Church – part of the 20 million strong Adventist community, with hundreds of thousands of churches globally and the world’s largest integrated healthcare and education network. ADRA delivers relief and development assistance to individuals in more than 118 countries – regardless of their ethnicity, political affiliation, gender, or religious association. By partnering with local communities, organizations, and governments, ADRA is able to deliver culturally relevant programs and build local capacity for sustainable change. ADRA Myanmar is an ‘implementing office’ within the ADRA network and a registered and recognized NGO in Myanmar. Established in 1984, ADRA Myanmar is one of the oldest country offices in ADRA providing development and relief assistance opportunities throughout the country. ADRA Myanmar operates under 4 key sectors that cater to Education, Livelihoods, Health, and Humanitarian Response.

**Duties and Responsibilities:**

- Uphold the purpose, motto, values, and principles of ADRA Myanmar.
- To adhere to the rules and regulations, procedures and policies of ADRA Myanmar and its donors.
- Support the day-to-day implementation of health project activities in MC and targeted communities.
- Conduct biweekly/monthly technical supportive visits to the MC sites and outreach sites to ensure that primary health care services are being provided according to project design and national standards.
- She/he will ensure the implementation of a quality health program in the target MCs and community outreach sites in accordance with acceptable national and international standards.
- She/he will provide capacity building and on the job training to health care staff in the MCs sites and ensure the Myanmar standard treatment guidelines and protocols are adhered

- She/he will collect and analyze health related data from all the health facilities/MCs and the community outreach sites to ensure accurate and timely data is available for program decisions and monitoring.
- Work in close collaboration with the implementing partners, community leaders and ensure reports are submitted accurately and timely by all MCs.
- Conduct supportive supervision to ensure program quality, accurate health data reporting and appropriate use of medical equipment, supplies and drugs.
- Compile and submit quality supervision report with action points after each field visit and follow up on the action points.
- Ensure enough supplies are available in all MCs and there is no stock out by conducting regular stock taking monitoring from monthly consumption report.
- Ensure all MCs have basic functional health equipment's and registers and raise any requisitions needed
- Analyze and cross check reports against the registers and health records and ensure they are consistent
- Participate in planning, coordination and execution of M&E activities such as surveys, monthly and quarterly follow up and quality assurance.
- Ensure proper documentation of achievements, lessons learnt, and best practices throughout the program implementation.
- Build good relationships with health partners and other stakeholders and provide expert advice to Public Health Promoters, Community Health Workers and other project staff.
- Submit monthly report to Medical Specialist and support to compile the programs report as needed.
- Support the development of work plans, reporting and monitoring and evaluation plans.

### **Qualifications and Skills**

- University Degree in Medicine (MBBS), or a Registered Nurse with a Diploma in public/community health.
- Demonstrated experience in health programming with at least 2 years of experience in health field.
- Sound understanding of the primary health care framework in Myanmar.
- Demonstrated experience in the management of health equipment/supplies and medicines.
- Experience of and commitment to capacity building of staff as per project design.
- Experience of working collaboratively with local and national government
- Understanding of social relations and commitment to integrate gender, diversity and other power related issues into program activities.
- Ability to read and write in English and report writing skills.

- Working knowledge of Windows skills (excel, word, power point)
- Willingness/ability to travel to field locations and live in insecure and challenging environments.

This position is a contract position (renewable based on funding and performance). Remuneration is as per ADRA Myanmar' s approved wage scale. Interested candidates are requested to submit their applications before the 25<sup>th</sup> June 2024 to: HR Recruitment Team [recruitment@adramyanmar.org](mailto:recruitment@adramyanmar.org)

The applications should include the following documents:

- Cover letter explaining the suitability and expertise for the position.
- Resume / CV
- References with contact details from previous/current employment (minimum of 3).
- Copies of academic degrees/diplomas and other professional certificates.

Applications will be reviewed on a rolling basis, and ADRA reserves the right to stop the application process once a suitable candidate has been identified. Only shortlisted candidates will be contacted.

*At ADRA, we are committed to the safeguarding and protection of the communities, staff and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with ADRA are recruited. This post is subject to a range of vetting checks.*