



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. 58257

(National Only)

Four Core values of IRC

Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

Service

We are responsible to the people we serve and the donors who enable our service.

Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

From Harm to Home

The **mission** of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. www.theirc.org

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| Who receives IRC's services? | the most vulnerable populations |
| Which sectors? | Water & sanitation, women protection & empowerment, protection, health, social development |
| When began in Myanmar? | 2008 |
| What position you are applying for? | Medical Doctor |
| Number of Opening | 2 |
| Who you report to? | Program Manager |
| Where you work? | Rakhine |
| When you start working? | Immediately |
| What will you get? | Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 th Month Pay + Severance + Leaves Entitlements) |
| When can you apply? | During 23 rd May 2025 to 6 th June 2025 |
| What IRC expects from you? | Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse". |
| What is your Job Scope? | <p>This position is specifically assigned for Emergency Health response services in Rakhine State</p> <ul style="list-style-type: none">• Implement primary health care activities in IDP camps and conflicted/Disaster affected villages.• Manage the mobile clinic team.• Build Capacity of Mobile clinic team members• Participate in project monitoring and evaluation. |

Major Responsibilities

- Implementation of primary health care clinic in targeted IDP camps and villages

- Organize and responsible for primary health care action in fixed clinics in camps or mobile clinics to camp and villages. Strictly follow minimum 5 clinic opening hours and 8 working hours per day.
- Assist clinic manager in preparing monthly work plan of PHC mobile team to cover targeted IDP camps and villages regularly.
- Organize clinical care of general population, women and under 5 children.
- Organize emergency referral of life-threatening emergency cases to nearest screening center and General Hospital as necessary.
- Organize the patient education during consultation.
- Represent as team leader of mobile clinic team to local authorities and camp / village community.
- Reporting daily, weekly and monthly diseases surveillance report (daily EWARS report to SHD) and clinic reports as needed.

Manage the mobile clinic team.

- Administer the mobile clinic nurses for daily clinic stocks management
- Administer the mobile clinic nurses for clinic waste management and clinic sanitation.
- Administer the mobile clinic nurses for clinic drugs commodities and equipment stock management
- Administer the mobile clinic nurses for daily patient triage and emergency patient referral.
- Administer the mobile clinic nurses for clinic and emergency referral cost disbursement and liquidation process.

Capacity building of the Mobile Clinic Team Members and community health workers

- Supervise mobile clinic nurses, clinic registers, and translator in their day-to-day activities and provide feedback to ensure quality work.
- Organize on the job training to Clinic Nurses, on first aid care, systematic drugs use and other PHC clinic related topic as needed.
- Organize the PME and other MnE actions for Mobile clinic nurses.
- Organize monthly mobile clinic team meetings and participate in project team meeting.
- Attending the quarterly refresher trainings and continuous medical education sessions after clinic hours.

Monitoring and evaluation

- Organize and supervise on mobile clinic nurses for daily surveillance data reporting and clinic consultation data entry and reporting.
- Organize and supervise on mobile clinic nurses on clinic drugs and clinic equipment stock management.
- Reporting monthly mobile clinic reports to Clinic Manager.
- Assist clinic manager on regular updating and follow up of mobile clinic work plan.

Financial management

- Responsible for financial management such as preparation and liquidation of purchase request, advance payment request and reimbursements for the activity related to clinic activities.
- Responsible to request and pay the wage of daily paid staff.
- Assist clinic staff in preparation of financial documents as required.

General activities

- Manage day-to-day logistics, administration and personnel activities (including any local contracted personnel / daily labor) in accordance with national laws.

- Coordinate with operation and finance team for implementing daily mobile clinic activities in time. Remain flexible to perform other duties as required or requested.

What should you have?

Education

- Registered medical doctor (M.B., B.S degree) with minimum 1 year experience on primary health care settings.
- Must have valid SAMA.

Competency

- Favorable to person with experience on medical response to emergency condition, surveillance and control of communicable diseases in post conflict area.
- Sensitivity to the needs and priorities of conflict-affected populations.
- Good communication skills and adaptable to different ethnic and religious communities.
- Good leadership skill and team management skill.
- Adaptable, flexible, and mature in judgment.
- Good assessment, analytical, planning and reporting skills.
- Have experience of leading Mobile clinic is favorable.
- Experience on using Microsoft Office package.
- Women are encouraged to apply.

Language Skills:

- Good in English required, knowledge of Myanmar or other local languages preferred
- Good Rakhine or local language skill is favorable.

| Deadline | Application Link |
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| 5pm on Friday, June / 6th / 2025. | https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58257?c=rescue |
| <u>Notes:</u> <ul style="list-style-type: none"> ➤ I Resume/Application is requested to be submitted in Microsoft Word Format. ➤ Please clearly mention the Position and Location you are applying for in the email Subject Line. ➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status, or disability. IRC's GEDI, Gender Equality Diversity and Inclusion policy applies to all IRC Staff. ➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff. ➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will result in the termination of the employment contract even after successfully being selected. ➤ IRC regrets to inform you that only short-listed candidates will be contacted. | |