



# INTERNATIONAL RESCUE COMMITTEE

## Vacancy Announcement-Ref No. 58157

(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](http://www.theirc.org)

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?	Referral Support Officer (Health)
Number of Opening	1
Who you report to?	Project Manager
Where you work?	Mandalay
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 <sup>th</sup> Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 14 <sup>th</sup> May 2025 to 29 <sup>th</sup> May 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?	The Referral Support Officer is responsible for coordinating and managing emergency referral support services under the Earthquake Health Response Project in Mandalay and Sagaing Regions. This role ensures timely and effective referral of critically ill patients from IRC-supported mobile clinics, fixed clinics to secondary and tertiary care facilities. The Referral Support Officer will work closely with IRC mobile medical teams, Township Health Departments, public hospitals, partner CSOs, and beneficiaries to facilitate, track, and document life-saving referrals in accordance with IRC's referral SOPs and donor guidelines.

#### Major Responsibilities:

##### Referral Coordination

- Coordinate referrals from mobile and fixed clinics to public hospitals or higher-level care facilities.

- Maintain communication with health providers, hospital staff, and families to ensure smooth transfer and acceptance of patients.
- Ensure appropriate documentation, follow-up, and feedback for each referral case.
- Work with mobile clinic teams to identify eligible referral cases in line with clinical severity and SOP.

#### **Case Management**

- Track all referred cases and maintain accurate, confidential records and reporting logs.
- Provide assistance to patients and caregivers with logistics (transportation, directions, documentation).
- Conduct post-referral follow-up calls or visits to check patient outcomes and gather feedback.

#### **System Strengthening & SOP Compliance**

- Ensure referrals align with IRC's Emergency Referral SOP.
- Support the refinement and contextual adaptation of referral procedures as needed.
- Facilitate patient awareness and communication about available referral pathways.

#### **Reporting and Documentation**

- Compile monthly referral reports, including referral numbers, case summaries, and outcome trends.
- Ensure timely data entry and quality assurance of referral records.
- Submit regular updates to Health Project Manager and contribute to donor reports as required.

#### **Coordination and Representation**

- Coordinate with key stakeholders, and hospital focal points for referral case handling.
- Represent IRC in referral-related discussions and coordination meetings at township level when delegated.
- Liaise with IRC's Health, MEAL, WPE and Protection teams to integrate referral activities with broader service delivery.

#### **Other Duties**

- Support health team with procurement tracking for referral-related needs (e.g., transport, equipment).
- Participate in emergency case assessments and surge support as needed.
- Perform other related duties as assigned by the supervisor.

**What should you have?**

#### **Education**

- Medical background required: B.NSc, B.Comm.H or health-related degree is preferred.

#### **Competency**

- Minimum **2 years' experience** in clinical service or referral coordination, preferably in emergency or humanitarian settings.

- Experience working in **conflict-affected or disaster-affected** communities is an asset.
- Strong interpersonal and communication skills, especially with patients and local health staff.
- Proven organizational and documentation skills.
- Familiarity with MS Office (Word, Excel) and mobile data collection tools.
- Commitment to IRC values and humanitarian principles.
- Ability to work under pressure and manage urgent cases with calm and professionalism.
- Sensitivity to the cultural and social contexts of communities in Mandalay and Sagaing.
- Flexibility to travel frequently to remote or hard-to-reach areas.

**Language Skills:**

- Good written English and Myanmar language.

Deadline	Application Link
<b>5pm on Friday, May / 23<sup>rd</sup> / 2025.</b>	<a href="https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58157?c=rescue">https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58157?c=rescue</a>
<p><b><u>Notes:</u></b></p> <ul style="list-style-type: none"> <li>➤ I Resume/Application is requested to be submitted in <b>Microsoft Word Format</b>.</li> <li>➤ Please clearly mention the Position and Location you are applying for in the email Subject Line.</li> <li>➤ 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.</li> <li>➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff.</li> <li>➤ 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.</li> <li>➤ <b>IRC regrets to inform you that only short-listed candidates will be contacted.</b></li> </ul>	