



# Job Vacancy Announcement

## Action Contre La Faim-Myanmar

### JVR202510

#### Medical Doctor

Sittwe (1 Post)

Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

#### GENERAL ASSIGNMENT:

Support and supervise medical activities in health and nutrition teams to improve the care of beneficiaries in charge. Responsible for the line supervision of 1 head nurse and indirect supervision of more than 10 nurses.

#### TASKS & RESPONSIBILITIES

##### Objective 1: Overall supervision of health related services in centers

- Directly manage head nurse
- Supervise quality of medical consultations in respect of protocols
- Ensure proper management of medication is carried out by nurses
- Participate to analysis of medical situation
- Provide guidance to nurses/health assistants/midwives and head nurse regarding medical issues
- Provide technical support to the team and define training courses according to the needs;
- Conduct on-job training and specific training on national guidelines
- Cover gaps during lack of medical staff
- Ensure positive relationship and communication between the team and beneficiaries
- Ensure positive relationship between medical and nutrition teams
- Participate in monthly meetings with the team
- Supervision of pharmacy management: supervising head nurse and provide validation of orders. Check consumption calculation and follow up made by head nurse..
- Ensure the weekly and monthly reports are in timely submitted.
- Mobilize among all health and mobile teams and supervise the services
- Work in close relationship with nutrition teams



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#### **Objective 2: Ensure antenatal, postnatal care and family planning for pregnant and lactating women**

- Manage the health teams performing the medical consultation for pregnant and lactating mothers coming to the centers
- When complicated case is detected, carry out quality medical consultations, treatment to the beneficiaries and proper referrals
- Ensure the appropriate drugs and nutritional supplements are provided to the beneficiaries according to the national guidelines
- Ensure the services for family planning are given
- Ensure the health counselling and health educations are provided accordingly
- Liaise with other NGOs or hospital for specific treatments
- Ensure a good communication and proper referral between NGOs and Hospital
- Liaise with other ACF departments when necessary (logistics, finances, HR, etc.)
- Teleconsultations in case of limited access to the field as necessary

#### **Objective 3: Ensure treatment and follow-up for childhood illness and complications (Integrated Management of childhood illnesses in children under 5)**

- Perform the medical consultations for the integrated management of childhood illnesses in children under 5-year and referral of those with complications
- Ensure the appropriate treatments and guidelines are respected.
- Monitor and follow-up the progress for the illness
- Proper health education to the caretakers in prevention of diseases and better quality of health.
- Check for the immunization status and refer for the booster doses.
- Teleconsultations in case of limited access to the field as necessary

#### **Objective 4: Ensure ACF representation in medical coordination meetings and trainings**

- Participate in health and nutrition meetings and others as identified necessary
- Be the focal person for the health teams regarding the coordination channels.
- Participate in training relevant to your responsibilities
- Provide the medical trainings to internal and external health staffs in align with the national guidelines.
- Participate in the organisation and implementation of trainings for partners (UN/NGO and government)
- Be the focal point for medical referrals from other partners and to ensure all information is properly shared to everybody
- Collaborate with hospitals and rural health centres staff and implement a better collaboration and identification of their needs

#### **Objective 5: Team management**

- Draw up work planning of Head nurse according to the needs and the constraints
- Identify team training needs and participate in relevant training
- Identify recruitment needs and participate in the recruitment process
- In case of temporary personnel shortage, replace Head nurse



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- Organize regularly meetings with the medical staff to share information and report the outcome to Program manager;
- Keep an updated register of the staff duty record (absences, leaves)
- To find out solution for the problems and challenges between the team and report to PM.
- Check the way in which the team interacts with the beneficiaries and those accompanying them.
- Organize the work of the team to optimize the capacity of each team member.
- Conduct appraisals of the employees under your supervision
- Ensure that team members to respect ACF Charter, Internal Regulations and Social benefits convention

#### **Objective 6: Data management**

- Ensure the statistical mobile health team data provided by Head Nurse
- Give input for monthly health mortality and morbidity data provided by head nurse.
- Ensure Average monthly consumption report and other health related reports as necessary

#### **Demonstrate personal commitment in promoting Gender Equality/ ACF Gender Minimum Standards and Safeguarding**

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

#### **DEGREE AND SKILLS REQUIRED**

- Doctor with professional experience
- Strong interest and good knowledge in nutrition.
- Strong command of English and knowledge of local languages is an asset
- Computer Literacy (Microsoft Package)
- Proven knowledge and experience in team management.
- Strong sense of responsibility and autonomy.
- Excellent human relationship skills
- Strong analytical and problem-solving skills
- Willingness to travel to and stay overnight in the field.

#### **HOW TO APPLY**

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked) and the final clearance from your previous employer



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To:

ACF Sittwe Office: No-39, Pyihtaungsu Road, Pyitawthar Ward "North Sanpya", Sittwe State.

Via an email: [recruitment@mm-actioncontrelafaim.org](mailto:recruitment@mm-actioncontrelafaim.org)

**\*\*\* Applicants must mention duty station and vacancy number exactly in email Subject for which location they are applying for. \*\*\***

**CLOSING OF APPLICATION: 20<sup>th</sup> May 2025, Tuesday**

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.