

Job Vacancy Announcement

Nump Khone Tai Charitable Organization is a non-governmental organization free from politics, religion, and self-interest, and has been supporting the needs of region in areas such as health, education, and human rights as much as possible.

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| Designation | Medical Doctor (Mobile Medical Team) |
| Duty Station | Nump Khone Tai Charitable Organization, Taunggyi Township |
| Number of Position | One Position |
| Travel | Must travel to project implementing areas |
| Type of Contract | Full Time |
| Probation | 3 months |
| Report to | Director |
| Responsibilities | <p>Major Responsibilities</p> <ul style="list-style-type: none"> ❖ Implement SRH integrated mobile medical clinic in project implemented townships ❖ Lead mobile medical team ❖ Collaborate with volunteers in conducting SRH integrated mobile medical clinic ❖ Ensure capacity building of mobile medical team and other volunteers participating in mobile medical clinic ❖ Participate in monitoring and evaluation of mobile medical clinic in implemented townships <p>Project Management</p> <ul style="list-style-type: none"> ❖ Collaborate with project manager in implementing project management activities ❖ Assist project manager and director in preparing monthly work plan regarding mobile medical clinic activities ❖ Supervise the staffs in emergency referral supports from project implementing areas ❖ Represent the organization to local authorities, other implementing partners and donor organizations |

- ❖ Organize monthly continuous medical education for project staffs and mobile medical team

Financial Management

- ❖ Responsible for the financial management of project activities especially conducting mobile medical clinic
- ❖ Give technical support and supervise mobile medical team in preparing financial documents
- ❖ Assist project manager and director in monitoring project activities are implementing within approved budget
- ❖ Assist project manager and director in revising budget as required

Human Resources Management

- ❖ Supervise mobile medical team
- ❖ Supervise pharmacy officer in medical commodities and equipment stock management

Documentation and Reporting

- ❖ Prepare the patient record systematically and collaborate with Monitoring and Evaluation Officer in reporting mobile medical clinic data
- ❖ Collaborate with Monitoring and Evaluation officer for weekly surveillance data and reporting
- ❖ Assist project manager in monthly or quarterly reporting of the implemented project activities
- ❖ Assist project manager in regular updating and follow up activities especially in mobile medical clinic activities

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| Requirements | <ul style="list-style-type: none"> • Must be a registered medical doctor (MBBS) with valid license. • Can speak Shan language fluently. • At least two years of professional experience in clinic management • Proven experience in leadership and management skills is a plus. • Must be able to use Microsoft Office applications. |
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Application

Anyone who meets the specified qualifications can apply by sending curriculum vitae, cover letter and contacts of three recommendations to the following address not later than 12, July 2024 on Friday at 5:00PM.

Email to : numpkhoneproject@gmail.com, hr@nktgi.onmicrosoft.com,

CC : director@nktgi.onmicrosoft.com, pm@nktgi.onmicrosoft.com

Address: Wailuwon Monastery Compound, Ma Har Si Kyoung Gyi Su Quarter, Taunggyi, Southern Shan State, Myanmar.

***** Only shortlisted candidates will be contacted ******

Equal opportunity

We want to create an environment where our employees share the same goal and can change their behaviors. Nump Khone Tai Charitable Organization is an equal opportunity for all employees regardless of ethnicity, religion, age, gender, sexual orientation or disability.

Accountability, Equity and Inclusion

We value accountability, equity and inclusion in all project activities and fully respect “Do No Harm” principle.

Protection from Sexual Exploitation and Abuse

All applicants must be aware of six core principle of Protection from Sexual Exploitation and Abuse (PSEA). All applicants must be cleared for sexual exploitation and abuse from their previous jobs.