



Medical Officer

Date: 11th June 2025

We are currently recruiting a Medical Officer position, directly reporting to Senior Health and Nutrition Project Officer.

This position is based in Lashio, Northern Shan State, 90% travel to implementation areas.

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

About Relief International

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

Main purpose of the role

Responsible for field Health and Nutrition activities, including monthly reports, MEAL data, financial documents, and cash projections, and for submitting them to the respective line management staff.

Coordinate and collaborate with community focal points/volunteers, village/camp leaders, CBOs, and CSOs to ensure smooth program implementation of health and nutrition activities.

With technical support from the Yangon Health Technical Team and Senior Health and Nutrition Project Officer, provide technical oversight to community focal points/ volunteers, CBOs, CSOs, and sub-grant partner organizations.

Ensure that mobile clinic operations adhere to Universal Precautions and proper waste management protocols in compliance with international standards. Raise awareness and supervise the implementation of Universal Precaution measures at the workplace.

Take accountability for clinical operations under the guidance, supervision, and management of Program Coordinator and Northern Shan Program Manager, with technical support from the Yangon Health Technical Team.

Submit monthly reports to the Line Manager, including the recorded database, summary, and an overview of status, challenges, and issues.

Take leadership of the Health and Nutrition field activities to achieve program goals.

Key Responsibilities

Accountability and Complexity

Medical/Program Management

- Provide the appropriate medical care for all patients seen in villages/camps or through teleconsultation
- Involved in the management of emergencies, covering them on a rotation basis.
- Actively participate in emergency medical response for victims affected by disasters and post conflict condition as needed.
- Ensure that all the medical services and treatments provided are in line with established protocols and guidelines
- Determine when a patient should refer to higher level care facilities and make proper referral to the nearest health station/ township hospital
- Ensure the smooth operation of the clinic and treat the patients with respect, safeguarding their dignity and rights, showing empathy, and establishing good personal relationships.
- Conduct regular follow-up of some patients who are suffering from chronic diseases and others as required, including nutrition patients.
- Supervise the mobile clinic's adherence to Universal Precautions and proper waste management, in strict accordance with international standards, while raising awareness and ensuring compliance with these protocols.
- Ensure that stock registers and patient registers are maintained accurately and systematically, and that numbers are medically pertinent
- Provide technical guidance to the community volunteers to deliver the accurate health and nutrition messages to the community and support the emergency referral cases.
- Maintain professional confidentiality and medical ethics at all times.

General Management

- Prepare appropriate participate in the preparation of the monthly work plan for mobile team staff and ensure to operate clinic activities in accordance with approved work
- Manage and supervise Nurse/Health Assistant, Midwife, Health Educator and Community volunteers.
- Make accountability and responsibility for clinical operations under the guidance, supervision and management of Northern Shan Program Manager and technical support from Yangon Health Technical Team

Data Collection and Reporting

- Collect and input data and timely report on morbidity and mortality of patients according to RI standard reporting tools
- Submit monthly report to Line Manager including the recorded database, summary and overview of status, problems/issues, etc.
- Inform to line manager and get technical support from Head of Health Technical and Coordination Unit for specific medical needs, including potential disease outbreaks, in intervention settings.
- Involve carrying-out need assessment in the areas with other teams in case of emergency and affected by disasters
- Collect appropriate data, both quantitative and qualitative, from medical point of view
- Assist in preparing assessment reports by giving all necessary inputs from medical perspective

Capacity building

- Collaborate with Senior Health and Nutrition Program Officer and give theoretical and on-job training to medical and para-medical staffs including Nurse/Health Assistant, Midwife, Health Educator and Community volunteers from intervention settings depending on needs.
- Lead or facilitate the capacity building to RI health staffs, CSOs, CBOs and Community Focal Points/volunteers under supervision of Senior Health and Nutrition Program Officer.

Networking, Communication, Coordination and Supporting

- Communication with strong interpersonal skills and able to deal with local communities

- Maintain good relationship with Basic Health staffs, Township health department, local CBO/CSOs and other UN agencies/INGOs all the team members from implementation Townships
- Work closely with Logistic Department and other sectors for team movement plan
- As a liaison person, need to prepare or arrange, when monitoring visit by Senior Staff from Health Program or Government Staff

Others

- To take part in program meeting, program review and in general staff meetings and stakeholder meeting on regular basis
- To assist the patients during referral to medical facilities if need it.
- To adopt non-judgmental attitude, manage patients with compassion and maintain strict confidentiality and privacy
- Any others relevant tasks upon special request by Supervisor according to program needs

Management and Behavior

- Ensure the highest standards of behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Be a model for ethical conduct standards for other team members
- Ensure own actions and the actions of the teams' members they manage do not adversely impact the safety of the RI team and the vulnerable communities we serve
- Ensure safeguarding is embedded in all the work we do
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

Behavior and conduct

- Ensures that behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concern

About You

You will bring the following experience and skills

Essential:

- M.B.,B.S degree with valid license
- Previous 1-2-year experience working in INGOs, LNGO is at least.
- Good knowledge of primary health care, Nutrition, MNCH and Reproductive Health
- Experience in emergency medical response will be an asset and working experience at Shan will take an advantage.
- To be a good team player and good personal skill to co-workers
- Willing to work for marginalized population in clinic-based setting and in a multicultural context
- Good knowledge of written and spoken English is essential. Able to speak local language will be an advantage.
- Flexible and empathetic attitude. Willingness to perform beyond main tasks once assigned by line manager.
- Good general computer skill, excellent command of Excel
- Good communication skills between the clients and staff and among the team.

- Able to work under minimum supervision to complete tasks with timely manner.

Desirable criteria

- Good Communication skill to Internal & External
- Flexibility as multicultural working environment
- Willingness to work in field office location

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

How to apply : To apply for this post, click on the "[link](#)" button in the job advert page and send to hrrmm@ri.org, quoting "Medical Officer, Lashio" in the subject line.

Closing date: 25th June 2025

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page; three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.