



Medical Officer

Date: 19th May 2025

We are currently recruiting a Medical Officer position, directly reporting to Health Program Manager.

This position is based in Rakhine State, 70% 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

The Medical Officer is responsible for leading and managing a mobile medical team to deliver Primary Health Care (PHC) and Sexual and Reproductive Health (SRH) services to Internally Displaced Persons (IDPs) and displaced and crisis-affected communities in the township, ensuring compliance with Relief International (RI) and Ministry of Health and Sports (MOHS) protocols.

Key Responsibilities

Accountability and Complexity

- Supervise medical management and coaching of small health staff (Nurse, Midwife, Health Educator) and community volunteers (CBHW, clinic volunteers)
- Train medical and paramedical staff in collaboration with the Health Program Unit
- Supervise data collection and ensure timely reporting.
- Manage clinical operations under the Field Health Coordinator's guidance as a mobile team leader
- Ensure adherence to RI and MOHS protocols and compliance with IRC measures and waste management
- Develop and execute monthly work plans for the health team.
- Coordinate referrals and follow-ups for patients
- Led a mobile team under less supervision in a multicultural setting, a challenging and complex environment, delivering aid to IDPs, displaced communities, and marginalized populations.
- Maintain strong interpersonal relationships with community-level stakeholders including site/ village leaders and authorities as well as networking with aid agencies at the township level.

Medical Management

- Provide direct routine and on-call PHC and SRH services as needed to patients.
- Ensure the quality of the medical management of all patients seen by the health team through direct consultation and supervision, coaching midwives, nurses, and health educators.

- Participate actively in emergency medical response and coordination with THD as per SOPs.
- Ensure regular follow-up for patients as required.
- Participate and ensure the quality of the health messages delivered during the community and health promotion/education activities, setting capacity-building initiatives as appropriate for the health educators.
- Supervise the mobile clinic strictly regarding Universal Precaution, IPC measurements, and proper waste management as per RI and international standards.
- Ensure the smooth flow of the clinic and treat the patients with respect, empathy, and good personal relationships.
- Ensure patient information and decision rights are respected.
- Ensure the correct management of the pharmacy and emergency stocks.
- Ensure to operation cash voucher assistance program and SRHR-related community outreach activity.

General Management

- Prepare and share monthly work plan for the clinical health team and ensure the clinic activities and operations run in accordance with the work plan approved by the Field Health Coordinator.
- Support Field Health Coordinator in collaboration with local health partners.
- Collaborate with the Health Program Coordinator and under the guidance of the Head of the Health Technical & Coordination Unit and give theoretical and on-the-job training to medical and para-medical staffs including Auxiliary Midwife, and community health workers from intervention settings depending on needs.
- Take part in program meetings, program reviews, and in general staff meetings.
- Adopt a non-judgmental attitude, manage patients with compassion, and maintain strict confidentiality and privacy.
- Any other relevant tasks upon special request by the line manager according to program needs as required.

Data Collection and Reporting

- Collect data and timely report on the morbidity of patients and data input with the team according to RI standard reporting tools.
- Participate in the collection and analysis of epidemiological data, checking its validity and informing the line manager or Regional Health Unit.
- Monitor that all relevant data are correct and supervise data collection by other staff while ensuring timely reporting to the line manager/Field Health Coordinator.
- Submit monthly report to Line Manager including the recorded databases, summary and overview of status, problems/issues, etc.
- Inform the Field Health Coordinator of specific medical needs, including potential disease outbreaks, in intervention settings.
- Monitor the health condition and situation in the camp and report as appropriate
- Carry out assessments as required in areas affected by disasters.
- Collect appropriate data, both quantitative and qualitative, from the medical point of view.
- Prepare assessment reports by collecting all necessary inputs from the medical team.

Communication, Coordination, and Supporting as Liaison

- Excellent communication with strong interpersonal skills and ability to deal with local communities and authority at township and community level.
- Maintain good relationships with Basic Health staff and all the team members from the assigned area.

- Liaise with other field staff during monitoring visits by Senior Staff from the Health Program Unit
- Collaborate closely with other RI program teams (Protection, Livelihood)

Management and leadership:

- Ensure the highest standards of behavior inside and outside of work promote the values in RI's code of conduct and safeguarding policies
- Be a model for ethical conduct standards for other team members
- Embrace diversity, and model inclusive and equitable behavior.
- Ensure own actions and the actions of the team members they manage do not adversely impact the safety of the RI team and the vulnerable communities we serve
- Ensure donors, partners, and communities are aware of RI conduct and reporting mechanisms
- Ensure safeguarding is embedded in all the work we do
- Be responsible for ensuring culture and systems in place for reporting
- Report any concerns
- Report 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 concerns

About You

You will bring the following experience and skills

Essential Criteria:

- M.B., B.S degree with valid license
- Previous experience working in INGOs, and LINGO is mandatory.
- Good knowledge of primary health care, Nutrition, MNCH and Reproductive Health
- Experience in emergency medical response will be an asset.
- Experience in GBV case Management (desirable)
- Management experience in a resource-limited setting
- To be a good team player and have good personal skills with co-workers.
- Willing to work for marginalized populations in a clinic-based setting and a multicultural context.
- Good knowledge of written and spoken English is essential
- Flexible and empathetic attitude
- Remote medical consultation experience during limited communication is an asset

Desirable Criteria:

- Experience working in the township or similar contexts.
- Knowledge of MNCH, SRH, PHC, and Nutrition services.
- Training and capacity-building experience

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, Rakhine State” in the subject line. **Closing date: 2nd 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.