



## KAREN ETHNIC HEALTH ORGANIZATION CONSORTIUM (KEHOC)

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Ward No. 5, Kauk-Kyait Village,

Mawlamyine – Pa-an Highway, Pa-an, Karen State

Office Phone - (+95) 9252 779 462

## VACANCY ANNOUNCEMENT

### 1. JOB DETAILS:

Position	: Nurse
Number of Position	: 1 Post
Reports Directly to	: Medical Doctor
Duty Station	: Shwe Koke Ko (ART Center), Myawaddy township, Karen State

### 2. PRIMARY PURPOSE OF THE POSITION

**Position Summary:** Karen Ethnic Health Organization Consortium (KEHOC) is seeking a highly motivated and experienced Nurse to join our dedicated team at our Anti-Retroviral Treatment (ART) Center in Shwe Koke Ko, Myawaddy township, Karen state. This is a vital role in providing direct patient care, education, and support to individuals living with HIV. The Nurse will be responsible for providing comprehensive nursing care to patients attending the ART center. This includes patient assessment, medication administration, adherence counseling, health education, and coordination of care with other healthcare professionals to ensure patients receive holistic support and achieve optimal treatment outcomes.

### 3. KEY RESPONSIBILITIES:

In general, the Nurse is expected to satisfy the following responsibilities:

- Conduct initial patient assessments, including vital signs, medical history, and physical examination.
- Administer antiretroviral medications and other prescribed drugs accurately and safely, ensuring proper dosage and patient identification.
- Provide in-depth counseling on antiretroviral therapy (ART) adherence, potential side effects, drug interactions, and proper medication storage.

- Educate patients and their families on HIV prevention, transmission, and healthy living practices.
- Monitor patients for treatment response, adverse drug reactions, and opportunistic infections, reporting any concerns to the medical doctor.
- Manage patient appointments, follow-ups, and ensure continuity of care.
- Perform basic laboratory procedures such as blood collection and prepare samples for further analysis.
- Maintain accurate, complete, and confidential patient records and documentation.
- Collaborate closely with medical doctors, pharmacists, lab technicians, and counselors to ensure integrated patient care.
- Provide psychosocial support to patients, addressing their concerns and connecting them with available support services.
- Participate in health education sessions, outreach activities, and community awareness programs related to HIV/AIDS.
- Ensure compliance with national and international guidelines for HIV/AIDS care and nursing practices.
- Adhere to all organizational policies and procedures, including those related to infection control, confidentiality, and patient privacy.
- Participate in ongoing training and professional development activities.

#### **4. EDUCATIONAL BACKGROUND AND QUALIFICATIONS:**

- Diploma or Bachelor's degree in Nursing from a recognized institution.
- Valid Nurse license or have license from the recognized institution.
- Minimum of 2-3 years of clinical experience, with demonstrated experience in HIV/AIDS care and management, particularly in an ART center, highly preferred.
- Strong knowledge of HIV pathophysiology, antiretroviral therapy, opportunistic infections, and co-morbidities.
- Willingness and ability to travel within the project areas.
- Proven interpersonal skills and ability to work effectively in a team.
- Strong computer skills, especially with Word, Excel, and PowerPoint
- Excellent personal organizational skills, including time management, and the ability to meet deadlines and work under pressure.
- Fluency in Karen, Burmese, and Basic English (Karen speaking preferred).

### **Application Process:**

Interested candidates should address the application to **Admin and HR Coordinator**, Ward No.5, Kauk-Kyait Village, Mawlamyine – Pa-an Highway, Pa-an or [ahrm.kehoc24@gmail.com](mailto:ahrm.kehoc24@gmail.com) with his/her complete **curriculum vitae (CV)**, **two recommendation letters**, a photo taken within last three months, **NRC copy**, copy of certificate(s) and additional training attended.

### **Deadline of Application**

The all-complete application should arrive by **27<sup>th</sup> June 2025**.

**Only short-listed candidates will be contacted for interview.**

The Karen Ethnic Health Organization Consortium has a zero-tolerance for the Prevention of Sexual Exploitation, Abuse, and Harassment of beneficiaries. Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) is everyone's responsibility, and all employees are required to adhere to the Code of Conduct, which enshrines the principles of PSEAH, at all times (both during work hours and outside work hours). The Karen Ethnic Health Organization Consortium is also committed to safeguarding children and has a zero-tolerance policy for any form of child Exploitation, Violation, Abuse, and Neglect (EVAN). Familiarization with and adherence to the Code of Conduct is an essential requirement of all staff.