

Vacancy Announcement

(Extendable)

(VA-034/2025)

Position Title – Medical Officer

Number of Position – 1 Post

Location – Sittwe Township, Rakhine State

Grade – D2

Closing of Application – 18th June 2025, 5:00 PM MMR Time

Our organization is a non-profit organization operating in Myanmar. We implement health programs aimed at strengthening and improving community access to coordinated, effective, and comprehensive healthcare services. Our key focus areas include disease control, RMNCHN (Reproductive, Maternal, Newborn, Child, and Adolescent Health and Nutrition), WASH (Water, Sanitation, and Hygiene), and emergency response initiatives.

Position Summary

Under the supervision and guidance of NTP Regional Officers (RO) and Team Leaders (TL), MO (Team Leader) is responsible to

Specific Duties and Responsibilities

- ❖ Assistance to state/regional TB officers of NTP for planning, implementation, training, management, and supervision of mobile team activities.
- ❖ Ensure to operate mobile team activities in accordance with approved work plan.
- ❖ Supervise mobile team staff during field visits.
- ❖ Timely report to respective TMO and TB RO/TL whenever required.
- ❖ Take financial accountability and responsibility for mobile team operations under the guidance, supervision, and management of TB RO/TL.
- ❖ Review and check data regarding ACF activities accomplished by respective mobile teams.
- ❖ Submit mobile team completion reports and monthly reports to respective TB RO and TMO.
- ❖ Submit monthly activity reports to respective recruiting organizations

(partners).

- ❖ To submit consolidated monthly activity report of all staff to respective recruiting organizations and need to attach attendance sheet.
- ❖ Provide clinical screening for TB and other illnesses and provide immediate medical treatment to patients and refer to nearest health facilities as necessary during mobile team visits
- ❖ Provide consumption of medicines for Mobile Team, anti-TB drugs and necessary stocks as per mobile team schedules in monthly basis and report to respective TB RO
- ❖ Support Medical Doctor (X Ray) for X Ray reading and interpretation
- ❖ Coordinate with local authority, local health staff, local NGO, INGO and social organization.
- ❖ To collaborate and good communication with township medical officers, township TB coordinators and Local BHS in mobile team visit.
- ❖ To be required Preventive and Treatment of TB training, Chest X-ray interpretation training and mobile field visit training.
- ❖ To be perform set up duty time in mobile visit.
- ❖ To be required the suitable format dress in mobile visit.
- ❖ Perform any other duties as required by RO/TL
- ❖ Follow HR rules and regulations of NTP with the direct supervision of TB RO/TL.

Others

- ❖ Perform other duties as assigned by supervisor.
- ❖ Respect and regard internal Policy.

Skill and Requirement

- ❖ M.B.B.S (valid medical registration with SAMA) and at least one-year experience on primary health care settings.
- ❖ Understanding of humanitarian principles and medical ethics.
- ❖ Being adaptable, flexible and mature in judgement.
- ❖ Having good assessment, analytical, planning and reporting skills.

- ❖ Having ability and motivation to travel to project sites.
- ❖ Having good practice on Microsoft package.
- ❖ Having good leadership skill and team management skill.
- ❖ Ability to work systematically, accurately, independently and under pressure in a physically challenging environment.
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy.
- ❖ Good interpersonal communication skills.
- ❖ Respect and regard internal Policy.
- ❖ Follow the HR rules and regulations with the direct supervisor.

What we offer is:

- ❖ Competitive Salary (40 hours per week)
- ❖ 13 months bonus
- ❖ Yearly increment
- ❖ Communication Allowance and Health Care Allowance
- ❖ Cost of Living Allowance in defined areas
- ❖ All gazette public holidays as paid off-days
- ❖ 18 paid leave days annually, including 6 casual leave days.
- ❖ Additional leave types: medical leave, compensatory leave, compassionate leave, maternity and paternity leave, and training leave.
- ❖ Life Insurance package

How to Apply

Candidates are required to submit their application, which should include a **curriculum vitae and an application letter**, as a single attachment in either Word or PDF format. Applications must be sent to **headquarter.hrm@gmail.com**, with the subject line clearly stating "**Medical Officer VA-034/2025**".

Remark: Applications will not be considered if the applied position is not mentioned correctly. Only shortlisted candidates will be contacted for an interview. Additionally, applications received after the closing date and time will not be considered.

Our organization is an equal opportunity employer, committed to achieving workforce diversity in terms of gender, nationality, and culture. Organization upholds a zero-tolerance policy on fraud, corruption, sexual exploitation, harassment, and abuse, and expects all employees to adhere to the organization Code of Conduct, including its child protection standards.

HR Unit

Email: headquarter.hrm@gmail.com