

- Job location** : Mandalay
- Duration** : Up to June 2025 (Extendable base on budget)
- Vacancy opening date** : 19<sup>th</sup> April 2025
- Vacancy closing date** : 24<sup>th</sup> April 2025
- Start date** : As Soon As Possible – candidates must be available to start soon (no one-month notice).
- Salary and Benefit** : Between 457 USD to 480 USD

**(Payment will be made in MMK based on the prevailing monthly exchange rate)**

**(Food Allowance & other benefit packet such as leave, medical insurance etc, as per PUI Internal Staff Regulation)**

### **Première Urgence Internationale (PUI)**

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, those hit by natural disasters, wars, and economic collapses, by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 6 million people in 25 countries in Africa, Asia, Europe, Latin America, and the Middle East: Health, WASH, Food Security and Nutrition, Shelter and Economic Recovery.

PUI has been working for the people of Myanmar on health and related issues since 1984, as Aid Medical Internationale (AMI). The merger of PU and AMI in 2011 strengthened our ability to provide integrated, multi-sector approaches utilizing the combined organisations' experience resulting in more diverse programming and intervention possibilities. PUI's mandate to respond to emergencies remains a priority, while maintaining a longer-term development focus to adapt to the contextual needs of the population in Myanmar. Specifically, PUI has been running an HIV prevention activity for Key population in Yangon region for over 10 years, linked to a malnutrition prevention program. In Kayin, PUI focus on primary health care, nutrition, WASH activities. In Shan, PUI focus on SRHR activities for general population. Today, the mission consists of 7 projects.

### **Job Purpose**

The Health Supervisor (Nurse) will assist the mobile clinics in the daily management of the PUI project in the project areas under the direct supervision and close collaboration with other colleagues from medical team. With the support of Senior Medical Officer, s/he will play a role in managing/ assisting the clinic flow adhering triage and IPC measures as well as arrange monthly pharmacy stock of respective teams by working closely with Pharmacy officer based on monthly consumption. Under the direct responsibility of Senior Medical Officer, in direct cooperation with other Health Supervisor, Counselors, Pharmacy Officer and Project Manager.

## **Responsibilities**

### **Mobile clinic management**

- Work closely with Senior Medical Officer in the daily provision of emergency health care package (Primary health care services, SRHR, identification of malnutrition cases and childhood illness, health promotion sessions, etc.)
- Measure the vital signs and able to prioritize triage patients based on the severity of their condition and inform the Senior Medical Officer to take immediate action and timely referral as needed.
- Provide the prescribed medicines to the patients consulted by the Senior Medical Officer and assure the provision of therapeutic education based on the treatments.
- Assess the visiting patients regarding the health and therapeutic education.
- Participate in support emergency referral, give proposition to improve the health education activities and ability to identify the cases according to PUI referral SOP.
- Record daily consumption of medicines and collaborate in the physical inventory of stock monthly.
- Investigate when there are discrepancies in the drugs' movement and when there is abnormal drugs consumption on the field in close collaboration with Senior Medical Officer and Pharmacy Officer
- Follow Universal Precaution and proper Hospital waste management as per international standard strictly at workplace and keep awareness and supervise for cleaners and other staffs for universal precaution issue especially in mobile clinic.
- Keep maximum hygiene of testing area and ensure proper disinfection according to IPC measures.
- Manage client flow in the Mobile Clinic in collaboration with the community health workers and assist in waste management.
- Adopt non-judgmental attitude, manage clients with compassion and maintain strict confidentiality and privacy.
- Flexibility on request and assignments by the supervisor and according to program needs, are strongly demanded.

### **Project Implementation, Monitoring and Evaluation, Reporting**

- Support Medical Officers in transportation plan, work plan and other logistic and financial management
- Support medical officer and program management team for reviewing and clarifying data entry.
- Compile monthly consumption data and submit monthly activity report on time, and report regularly meeting the deadlines.
- Perform the reporting about the potential medicine shortage condition to the Senior Medical Officer in close coordination with pharmacy officer.
- Integrate with nutrition and other projects for achievement of PUI and humanitarian goals
- Make sure data entry of beneficiaries and other documents and support in reporting
- Coordinate with pharmacist and logistic for stock management

### **Training and capacity building**

- Assist and support to team necessary things to provide training for CHWs and partners as required.
- Support medical officer in supervising the health counsellor for providing key messages and SBC approaches.

### **Coordination and Communication**

- Share the useful information and collaborate within the project's teams, including MNCH, Nutrition, FSL and WASH team whenever needed.
- Participate to the meeting, general base meeting, and attend internal trainings.

- Share encountered challenges, needs, recommendations in meetings with project teams.
- Ensure a good communication with the community members, local authorities, and community volunteers.
- Participate in advocacy to local and health authorities and stakeholders about the project activities whenever necessary.
- Coordinate regularly with project staff including logistic, admin, finance and MEAL staffs

### Requirements

- Diploma of nursing or B.N.Sc only with medical license.
- Minimum 1 years' experience working program and development sector/ INGOs
- Excellent interpersonal, communication presentation skills
- Ability to work effectively in social environments as a good team player
- Teamwork and team spirit with strong motivation to work for community
- Able to work under little supervision to complete tasks in timely manner
- Good level of Myanmar and English language
- Experience working in Emergency context and Mandalay Division preferred.

Due to the specific work of Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here, **Health Supervisor (Nurse)** is requested to stay at the organisation's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in concordance with the development of the programs.

To Apply Online, please access via this link,

<https://docs.google.com/forms/d/1mVnhJB1DzefUzG3WynFaPbsL5AwQHYP2L6NjFWGk4/edit>

- Applications from all origins, religion, gender, age, People Living with HIV
- Women and people with disabilities are encouraged to apply.
- Parents with small children can be provided with some flexibility. Every application will be reviewed as per the qualification, experience necessary for the position only.

**CV with cover letter and relevant certificates can be sent to:**

**Coordination office, No. (91-G1), Than Lwin Street, Golden Valley, (1) ward, Bahan Township, Yangon**

"Any difficulties when applying, please contact via phone call +95 9880893850."  
Please mention the applied position in Subject if you send your application via email.  
Only short-listed candidates will be contacted for next selection process.