

VACANCY ANNOUNCEMENT

MERCY Malaysia (www.mercy.org.my) is an international humanitarian non-governmental and non-profit organisation with a Country Office registered with the Ministry of Home Affairs. MERCY Malaysia is a member of the International Council of Voluntary Agencies (ICVA) and Asian Disaster Reduction & Response Network (ADRRN) and has Special Consultative Status with the United Nations Economic & Social Council (ECOSOC) and is certified by the Humanitarian Accountability Partnership (HAP) International. MERCY Malaysia provides medical relief, health services, risk reduction and development programmes for vulnerable communities in both crisis and non-crisis situations. MERCY Malaysia in Myanmar is currently undertaking Health Care Programmes in Rakhine State.

Position Title : Nurse
Reporting to : Medical Coordinator
Duty Station : Sittwe, Rakhine
Duration : 12 Month + possible extension

Summary

The Nurse at MERCY Malaysia Myanmar will play an active role in implementing health projects and delivering quality healthcare services to targeted communities. The Nurse will perform clinical, project-related, and administrative duties as assigned by the supervisor, in accordance with organisational policies, procedures, and project requirements.

The responsibilities outlined in this Job Description are not exhaustive and may be revised or supplemented from time to time in response to operational needs and organisational requirements.

Key responsibilities

1. Clinical Care & Nursing Services

- Provide nursing care, treatment, and support to patients in accordance with established clinical protocols and medical instructions.
- Assess patients' health conditions, monitor vital signs, and promptly report changes or clinical concerns to the responsible medical personnel.
- Administer prescribed medications and treatments safely and accurately in accordance with medical instructions and clinical guidelines.
- Assist doctors and other medical personnel during patient consultations, clinical procedures, and emergency situations.
- Implement infection prevention and control measures and ensure the safe handling and disposal of medical waste.

- Monitor medical supplies, medicines, and equipment, and report shortages, discrepancies, or maintenance needs to the supervisor.
- Provide health education and counselling to patients and their families on treatment, medication adherence, personal hygiene, and disease prevention.
- Ensure patient dignity, confidentiality, and non-discriminatory care in accordance with patient rights and professional ethics.
- Comply with MERCY Malaysia's organisational policies, safeguarding requirements, Prevention of Sexual Exploitation and Abuse (PSEA) standards, and Code of Conduct.
- Participate in clinical meetings, case discussions, supervision, and relevant training to maintain and improve the quality of nursing services.
- Perform other duties assigned by the supervisor within the scope of professional practice.

2. Project Monitoring & Reporting

- Maintain accurate patient records, nursing registers, and medical documentation.
- Collect, consolidate, and report patient data, health statistics, and nursing activities within established deadlines.
- Monitor patient attendance, treatment follow-up, referrals, and continuity of care.
- Monitor medicine stocks and medical supplies, maintain inventory records, and report shortages or discrepancies.
- Report medical incidents, adverse events, infection risks, and service delivery challenges through established channels.
- Support project monitoring visits, assessments, audits, and review activities.
- Identify service delivery gaps and recommend improvements to nursing services.
- Ensure the accuracy, completeness, and confidentiality of all records and reports in accordance with organisational standards.

3. Communication & Networking

- Liaise and coordinate with relevant government authorities, healthcare providers, partner organisations, community representatives, and other stakeholders to support effective project implementation.
- Maintain effective communication and coordination with the supervisor, medical team, volunteers, and field staff to ensure smooth healthcare service delivery.
- Provide timely updates to the supervisor on site safety and security conditions, incidents, and risks affecting staff, volunteers, patients, or project activities.

- Facilitate information sharing and collaboration among medical teams, volunteers, communities, and relevant stakeholders.
- Demonstrate effective communication, interpersonal, and facilitation skills while upholding MERCY Malaysia's policies, procedures, and organisational value.

The position is open to Myanmar nationals only and is based in Sittwe, with the possibility of temporary or permanent assignment to project locations based on operational needs particularly during emergency responses. Willingness and ability to undertake field visits to project areas as required. This is a full-time position.

Salary and Benefit

The successful candidate will be entitled to a competitive compensation package.

Safeguarding and PSEA

MERCY Malaysia is committed to safeguarding and protecting all beneficiaries, staff and volunteers. We have zero tolerance against Sexual Exploitation and Abuse (SEA), child abuse, exploitation, harassment and any form of misconduct. All are required to comply with MERCY Malaysia PSEA and Child Safeguarding policies. Reference check and background verification may be conducted as part of the recruitment process.

How to Apply and Submission of Expression of Interest:

Interested applicants must submit the following documents:

1. A Cover Letter (Letter of Interest) expressing motivation for applying.
2. A comprehensive Curriculum Vitae (CV), including the names and contact details of professional references (current/former work supervisors and one HR representative) and the applicant's expected salary. The CV should not exceed 4 pages.
3. Relevant work certificates, copies of educational certificates or other supporting documents demonstrating related qualifications and working experience.

Note : Applicants are required to submit all documents combined into one PDF file. Applicants who do not provide the required documents as specified **will not** be considered for the pre-screening stage.)

Applications should be submitted to cho.hnin@mercy.org.my with a copy to re.lin.htun@mercy.org.my. The email subject line should be "**Application for Nurse _Sittwe**". The application **deadline is 5:00 Pm 20 October 2026**. As there are several vacancies and due to operational urgency, positions may be filled as soon as a qualified applicant is identified. MERCY Malaysia regrets to inform that only shortlisted candidates will be contacted for the interview process.