



III. Tasks and Responsibilities

1. Provision of medical care

- Carry out competent clinical consultations, preventive and treatment care; communicable and non-communicable diseases, but not limited to, in accordance with MdM, global and national medical protocols.
- Keep the patient informed about his/her healthiness and provide appropriate explanations about the treatment to follow, checking they have understood
- Provide health awareness raising during consultations and contribute/guide health education session conducted by community workers
- Be a focal in mobile/outreach clinic activity according to the needs and team schedule
- Facilitate regular emergency project clinic team meeting and present the clinic updates including complicated case discussion
- Ensures professional confidentiality is respected

2. Supervision of emergency project clinic team

- Supervise clinic team – emergency project nurse, emergency project pharmacist and emergency project clinic assistant in their day-to-day activities and provide feedback to ensure quality work
- Supervise emergency project clinic team to ensure good Infection Prevention and Control (IPC) practices
- Install proper medical waste management system in (fixed and mobile) clinic as per MdM and global protocols
- Support and provide on-the-job training to emergency project clinic team members as needed

3. Coordination and Cooperation

- Link with public health facilities to ensure proactive collaboration, notably for patients' referrals
- Coordinate with Basic Health Staffs of MoH for health/medical activities as required
- Closely collaborate with internal departments (MEL, logistics, Finance, HR) and external stakeholders (MoH, SHD etc) to ensure optimal coordination
- Coordinate and collaborate with Country Coordination Office Medical Department for quality assurance, technical oversight, and management of complicated cases
- Promote a friendly, non-judgemental, and professional clinic environment and respects the rights and the confidentiality of all patients.

4. Pharmacy management

- Lead, Guide and support clinic team in medicine stock and medical commodity supply management including but not limited to preparation of quality stock report, forecasting, request and stock data analysis
- With the support of the logistic team, keep the clinic consumable/equipment inventory up to date
- Check and assure the rational dispensing of medicines under his/her responsibility
- Ensure the quality, disinfection, and sterilization of the medical equipment, assure general compliance with standard hygiene procedures

5. Support to community mobilization

- Contribute to training/educate community worker to improve general health, ssexual and reproductive health, and other relevant health knowledge
- Collaborate with the community worker team to ensure a comprehensive approach to patients' needs and linkage to care treatment



By 5pm on 25th April 2025.

Only shortlisted candidates will be contacted.

Our objective is to create an inclusive workforce that is reflective of the populations we support; we strongly encourage applications from those who are marginalized and considered as vulnerable groups.