



Vacancy Announcement

Medical Advice Officer (1 post) (Full Time) (travel to site offices when required)

Location- Yangon, Myanmar (Main Office, DICs)

Application closing date: 25th October 2025

Eden Myanmar is a local NGO working with human-trafficking survivors. We are a faith-based organization, motivated by our core values of love, hope, justice and restoration. We are looking for a person to join the team as a **Medical Advice Officer**.

This job description details your primary job requirements but is not exhaustive and there may be other tasks that you are requested to do that are not included in this list. You are to complete any other task assigned by your supervisor and to respond with team values of collaboration and unity to do any task concerning beneficiaries to ensure their wellbeing and continue to provide a high standard of care.

You will be responsible for:

- Provide medical advice and health consultations to staff, beneficiaries and victims.
- Assess medical conditions and recommend appropriate treatment or referral.
- Maintain confidentiality of all medical information and records.
- Provide information and training on preventive health, hygiene, nutrition, and occupational safety.
- Promote awareness on communicable and non-communicable diseases.
- Respond to medical emergencies and provide first aid or stabilize patients before referral.
- Maintain and monitor first-aid kits and medical supplies.
- Coordinate with hospitals or clinics for emergency referrals.
- Maintain accurate medical records, health reports, and incident logs.
- Prepare regular reports on health conditions, trends, and risks within the organization.
- Ensure all documentation complies with medical and data protection standards.
- Travel to other site offices as assigned, when required.
- Keep medicine stock filled and procure purchase of medical equipment and medicines from the wholesale medicine market.
- One day a week with the microgreens team, to visit other nutrition organizations in and around Yangon to follow up on donations of microgreens and prepare materials in Burmese to teach about the product.
- Teach the girls in the microgreens program about hygiene and communicable diseases, monitor hygiene food standards and practices in the microgreens.
- Ensure FDA certification is kept up to date.



- Assist the 2 main Researchers with data analysis and data entry regarding the microgreens study.
- One day at The Lighthouse DIC, One day at The Well DIC, One day with Microgreen, One day with office girls and land girls can come to office if any medical issues, One day with data entry and teaching preparation and procurement and cash advance preparation
- Occasionally go to New Hope as assigned
- Gynaecological Health Support: Provide confidential, compassionate, and non-judgmental gynaecological and reproductive health support to women who have experienced sexual exploitation, including health consultations, appropriate medical advice, and referrals to specialist healthcare providers when necessary. Ensure that all support is delivered with respect for survivors' dignity, privacy, informed consent, and confidentiality.

Qualifications and Experience:

- Bachelor's degree in Medicine, Nursing, Public Health, or other relevant medical fields.
- Valid medical or nursing license/registration (if applicable).
- Additional training in occupational health, first aid, or emergency response is an advantage.
- Minimum 2–3 years of professional experience in providing medical consultation, health education, or clinical services.
- Experience in community health programs, workplace health management, or NGO/humanitarian health settings is preferred.
- Proven ability to assess health conditions, provide appropriate advice, and manage referrals.
- Experience in conducting health awareness sessions, medical assessments, or staff health monitoring is an asset.

Preferred Candidate

- **Female candidates are strongly encouraged to apply**, as the position involves providing sensitive gynaecological and reproductive health support to female beneficiaries, including women who have experienced sexual exploitation.

The ideal candidate will preferably be compassionate and driven with an interest in working in the field of anti-human trafficking. If this sounds like you, please send your resume to: HR Department

humanresources@edenmyanmar.org