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Médecins Sans Frontières (MSF / Doctors without Borders) is an international medical humanitarian not-for-profit organization. MSF provides assistance free of charge to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. MSF has been working in Myanmar since 1992 and is currently providing healthcare in Kachin, and Shan states, as well as Yangon.

Vacancy Announcement No. YC 25060401

Job title: Deputy Medical Coordinator
Job location: Yangon Coordination Office
Accountable to: Medical Coordinator
Deadline for applications: 11th July 2025
Employment term: 1-year fixed term contract with possibility of extension

MAIN PURPOSE OF THE POSITION:

Supporting the Medical Coordinator through delegated tasks and responsibilities including defining, leading and coordinating the entire medical scope of the mission, according to MSF protocols, standards, policies and values, in order to ensure the quality of the medical care given to the targeted population and thus improving their overall health and living conditions. Fully assuming the medical coordinator's responsibilities in case of absence.

ACCOUNTABILITIES:

- Supporting the Medical Coordinator in defining, monitoring and updating the medical content of the MSF country policy and annual plan, by scanning health needs and translating them into objectives, priorities and resources needed in order to cover medical and humanitarian needs of the population at risk.
- At the request of the Medical Coordinator, representing MSF before third parties concerning medical issues, ensuring its good public image and the alignment with the mission interests, through regular contacts with other actors in the country, negotiating with authorities when necessary, and informing on MSF charter, values and principles
- Participating and contributing in the definition and update of the country policy, annual plan and budgets in order to develop the projects and programmes aimed at addressing humanitarian issues at stake ensuring its efficiency and quality (i.e. monitoring the project implementation, assisting the Project Coordinator and the medical teams in drafting the project proposal and follow up, identifying priority needs, other potential areas of action and emergency situations and collaborating and assisting in the production of medical reports)
- Coaching, training and motivating the teams in the mission in order to align all field staff with MSF values and ethics, and ensuring their capability to carry out their job achieving MSF quality standards (i.e. induction, briefing/debriefing, training, potential detection, evaluation)
- Collaborating, together with the logistics department and according to project needs, in the pharmacy management in order to ensure enough and quality supply of drugs and medical material (i.e. review of medical orders and monitoring of medicines consumption and stock levels of the different projects)
- Assisting in defining and implementing the staff health and security policies for international and national staff in order to ensure its overall safety (i.e. monitors both physical and mental health state of staff, promotes compliance of all related protocols and procedures and collaborates in the update of issues regarding the security context)
- Ensuring the Medical Coordination in the Mission and fully assuming the Medical Coordinator's tasks and responsibilities in case of absence/gaps.
- Perform any other relevant tasks assigned by his/her supervisor as necessary

REQUIREMENTS:

Education	<ul style="list-style-type: none">• Essential degree on medicine or other paramedical studies with General Medical License (GML).• Training in tropical medicine or Public Health will be an asset
Experience	Essential 2 years' experience in relevant jobs, in MSF or other NGO's in developing countries
Languages	Mission/English working language essential
Knowledge	Essential computer literacy (word, excel and internet)

You are offered the opportunity to work with the world's largest medical humanitarian organization and work with very experienced colleagues in a highly professional working environment. Please learn more about MSF and our charter on our website: www.msf.org

What we offer is:

- Competitive Salary (**40 hours per week**), with regular salary benchmarking updates;
- 13th months bonus;
- Loyalty increment;
- All gazetted public holidays as paid off-days, plus two additional holidays;
- 16 paid leaves (including 6 casual leaves) on an annual basis;
- Excellent health care package for staff, spouse and children;
- Extensive local, international and online training opportunities;
- Extra Allowances (if applicable); travel allowance etc;
- For this job opportunity specifically is explicitly for local contract only

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our employees. We welcome applications from individuals of all genders, ages, sexual orientations, nationalities, races, religions, beliefs, ability status, and all other diversity characteristics.

HOW TO APPLY:

- Cover letter (in English language);
- Copy of diploma;
- Copy of General Medical License (GML)
- CV (in English language);
- Contacts of three references (including the supervisor in the most recent work assignment if relevant)

Shall be sent to myanmar-career@oca.msf.org

With a heading "**YC25060401_Deputy Medical Coordinator**"

CV shall clearly state your experience by writing the organisation you have worked, the duration of the employment (which year and how long) and description of the job you performed.

We recommend all applicants to write a cover letter containing an introduction of yourself, explaining why you are applying for the position, and explaining why you think you are suitable for the position.

**CVs in English sent to the mentioned email only will be considered
Only shortlisted candidates will be contacted**

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact HR Coordinator, myanmar-hrco@oca.msf.org

MSF employees on a full-time contract are not permitted to work for any other employer than MSF. All candidates who are applying for a full-time job committed themselves that after being hired by MSF, MSF will be the only employer.