



Medical Officer

Date: 2nd October 2026

We are currently recruiting Medical Officer position, directly reporting to Program Coordinator.

This position is based in Shan State and 90% of travel to project area.

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work. We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently.

About Relief International

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

Main purpose of the role

Manage and support the smooth implementation of the Sexual and Reproductive Health and Rights (SRHR) and primary health program at the field level under the supervision of Program Coordinator. Accountable for field SRHR and clinical health activities, related monthly reports, MEAL data, financial documents, and cash projections. Communicate with village/camp leaders, CBOs, and CSOs for smooth program implementation, CBOs, CSOs, and sub-grant partner organizations. Supervise mobile clinic settings to ensure Universal Precautions and proper waste management strictly adhere to international standards. Take accountability and responsibility for clinical and SRHR operations as the mobile team leader.

Key Responsibilities

Accountability and Complexity

- Manage day-to-day clinical and mobile activities, make decisions within established guidelines, and represent the organization in humanitarian coordination mechanisms.
- Oversee the overall health and SRHR project, taking full responsibility for mobile clinic activities, humanitarian medical interventions, and emergency health responses.
- Support the Program Coordinator/Manager in capacity building and identifying needs/gaps when working with CSO/CBO partners.
- Submit monthly reports to the Program Coordinator/Manager using standard reporting tools, including recorded databases, summaries, overview of status, and issues/problems.
- Prepare monthly work plans for mobile activities and IEC materials as needed.
- Establish information management systems and regular reporting mechanisms from partner organizations.
- Ensure attendance at regular cluster coordination meetings.

Medical/Program Management

- Provide appropriate clinical management of all patients seen in villages/camps, with a specialized focus on comprehensive Sexual and Reproductive Health (SRH), maternal and newborn health, and family planning services.
- Participate actively in the management of medical and obstetric emergencies and cover them on a rotation basis.

- Participate actively in emergency medical and SRHR response for victims affected by disasters and post-conflict conditions if needed.
- Ensure all medical services, clinical management of rape (CMR), and treatments provided are strictly in line with protocols and national/international guidelines.
- Determine when a patient requires referral to higher-level care facilities and maintain a proper, safe referral system to the nearest health station or township hospital.
- Ensure the smooth flow of the clinic and treat patients with respect, keeping clients' dignity, rights, and confidentiality intact while demonstrating empathy.
- Ensure regular follow-up for patients suffering from chronic diseases and pregnant/postnatal women requiring specialized care.
- Supervise mobile clinic settings to ensure Universal Precautions, infection prevention control (IPC), and proper waste management are strictly maintained.
- Ensure that stock registers and patient registers are done correctly, systematically, and are medically pertinent.

General Management

- Prepare appropriate monthly work plans for all staff and ensure clinic operations run smoothly in accordance with approved schedules.
- Manage and supervise Nurse/Health Assistants, Midwives, Health Educators, and Community Focal Points

Data Collection and Reporting

- Collect, input data, and timely report on morbidity and mortality of patients according to RI standard reporting tools.
- Inform the Northern Shan Program Manager and coordinate with the Health Technical and Coordination Unit regarding specific medical or SRHR needs, including potential disease outbreaks.
- Participate in needs assessments in emergency or disaster-affected areas alongside other teams.
- Collect appropriate quantitative and qualitative data from a medical and public health perspective.

Capacity Building

- Collaborate with the Program Coordinator to provide theoretical and on-the-job training to medical and paramedical staff, including Nurses, Midwives, Health Educators, and Community Focal Points.
- Lead or facilitate capacity-building sessions for RI health staff, CSOs, CBOs, and community focal points under the supervision of Program Coordinator.

Networking, Communication, Coordination and Supporting

- Maintain strong interpersonal communication skills to effectively deal with local communities.
- Maintain good relationships with Basic Health Staff, Township Health Departments, local CBOs/CSOs, UN agencies, and INGOs.
- Work closely with the Logistics Department and other sectors to coordinate team movement plans.
- Act as a liaison during monitoring visits by senior health program staff, UN representatives, or government officials.

Others

- Participate in program meetings, reviews, general staff meetings, and meetings conducted by health authorities regularly.
- Assist patients during medical or emergency referrals when necessary.

- Adopt a non-judgmental attitude, manage patients with compassion, and maintain strict confidentiality and privacy.
- Perform any other relevant tasks requested by the supervisor according to program needs.
- Any others relevant tasks upon special request by Supervisor according to program needs

Management and Behavior

- Ensure the highest standards of behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Be a model for ethical conduct standards for other team members
- Ensure own actions and the actions of the teams' members they manage do not adversely impact the safety of the RI team and the vulnerable communities we serve
- Ensure safeguarding is embedded in all the work we do
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

Behavior and conduct

- Ensures that behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional

About You

You will bring the following experience and skills

Essential Criteria:

- M.B., B.S. degree with a valid SAMA license.
- Minimum 1–2 years of working experience in INGOs or local NGOs in a clinical or health program role.
- Strong technical knowledge on Sexual and Reproductive Health and Rights (SRHR), Maternal, Newborn and Child Health (MNCH), family planning, clinical management of gender-based violence (GBV) responses, and Primary Health Care.
- Experience in emergency medical response and reproductive health in humanitarian settings; working experience in Northern Shan State is a strong advantage.
- Strong team player with excellent interpersonal skills to work effectively with diverse co-workers.
- Willingness to work for marginalized and conflict-affected populations in both clinic-based and mobile/outreach settings within a multicultural context.
- Good knowledge of written and spoken English; ability to speak local languages is an advantage.
- Flexible, empathetic attitude, with a willingness to perform beyond main tasks when assigned by the line manager.
- Good general computer skills with an excellent command of Excel.
- Able to work under minimum supervision and complete tasks in a timely manner.

Desirable Criteria

- Good Communication skill to Internal & External Personal
- Flexibility as multicultural working environment
- Willingness to work in field office location

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

How to apply : To apply for this post, Please complete the **RI Job Application Form** from this [link](#) and submit along with the CV and Cover Letter to hrrmm@ri.org , quoting “**Medical Officer** ” in the subject line.

Closing date: 16th October 2026

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.

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