

Vacancy Announcement

(VA- 048/2025)

Position Title – **Nurse**

Number of Position – **1 Post**

Location – **Lwegel sub office, Momauk Township, Kachin State**

Grade – **C2**

Closing of Application – **27th June 2025, 5:00 PM MMR Time**

Our organization is a non-profit organization operating in Myanmar. We implement health programs aimed at strengthening and improving community access to coordinated, effective, and comprehensive healthcare services. Our key focus areas include disease control, RMNCHN (Reproductive, Maternal, Newborn, Child, and Adolescent Health and Nutrition), WASH (Water, Sanitation, and Hygiene), and emergency response initiatives.

Position Summary

Under the supervision of the Medical Officer (Team Leader), the post holder is responsible for providing high-quality nursing care to the community at all service delivery locations while implementing mobile health care and/or clinic activities according to the standardized treatment protocols. In the event of a humanitarian emergency, the position holder will be needed to work outside of their regular role profile and adapt working hours accordingly.

Specific Duties and Responsibilities

Project Implementation

- ❖ Work closely with Medical Officer in the daily provision of primary healthcare services to the community, including women and under five children.
- ❖ Provide proper nursing care to the patients in primary health care setting.
- ❖ Participate in emergency referral services and support primary healthcare services including explanation drugs information and dispensing pharmacy to the beneficiaries.
- ❖ Lead the workplace and mobile clinic areas to follow the standard infection control measures and clinic waste disposal according to guidelines.

- ❖ Provide technical guidelines to Health Promoter and Clinic Helper for the mobile clinic set up, infection control, crowd management, and waste disposal.
- ❖ Keep records, registers and patients' data systematically and respect confidentiality.
- ❖ Fill stock book for daily receipt and usage of drugs (daily consumption), medical equipment, nutrition supplies.
- ❖ Assist Medical Officer in commodities forecasting for local drugs procurement of drugs.
- ❖ Check and fill mobile drugs stocks before mobile clinic sessions and act as focal person in warehouse for medicine and equipment for mobile trip and coordinating with Project Assistant.
- ❖ Lead verification of monthly physical stock and commodities.
- ❖ Assist Medical Officer in reporting activities.
- ❖ Conduct technical training for volunteer regarding the health-related topics and assist Medical Officer in the training sessions.
- ❖ Flexibility on request by supervisor and according to project needs are highly expected.

Skill and Requirement

- ❖ Health-related degree (or) Bachelor in Nursing (or) diploma in Nurse (or) Midwife (valid license to practice in Myanmar is preferable).
- ❖ At least one year experience in related field.
- ❖ Person with knowledge on the local language is preferable.
- ❖ Must be able to travel with car/motorbike without any physical difficulties.
- ❖ Ability to travel to field sites (Project Areas) frequently is essential.
- ❖ Experience in organizing, planning and implementing in training of volunteers.
- ❖ Must have computer skills in MS office (Preferable).
- ❖ Ability to work systematically, accurately, independently and under pressure in a physically challenging environment.
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural

people, open-minded, good communication skills, ability to listen and diplomacy.

- ❖ Good interpersonal communication skills.
- ❖ Respect and regard internal Policy.

What we offer is:

- ❖ Competitive Salary (40 hours per week)
- ❖ 13 months bonus
- ❖ Yearly increment
- ❖ Communication Allowance and Health Care Allowance
- ❖ Cost of Living Allowance in defined areas
- ❖ All gazette public holidays as paid off-days
- ❖ 18 paid leave days annually, including 6 casual leave days.
- ❖ Additional leave types: medical leave, compensatory leave, compassionate leave, maternity and paternity leave, and training leave.
- ❖ Life Insurance package

How to Apply

Candidates are required to submit their application, which should include a **curriculum vitae and an application letter**, as a single attachment in either Word or PDF format. Applications must be sent to **headquarter.hrm@gmail.com**, with the subject line clearly stating "Nurse VA-048/2025".

Remark: Applications will not be considered if the applied position is not mentioned correctly. Only shortlisted candidates will be contacted for an interview. Additionally, applications received after the closing date and time will not be considered.

Our organization is an equal opportunity employer, committed to achieving workforce diversity in terms of gender, nationality, and culture. Organization upholds a zero-tolerance policy on fraud, corruption, sexual exploitation, harassment, and abuse, and expects all employees to adhere to the organization Code of Conduct, including its child protection standards.

HR Unit

Email: headquarter.hrm@gmail.com