

Job location : Kayin (Hpa-An)
Duration : Up to May 2027 (Extendable base on budget)
Vacancy opening date : 25th August 2026
Vacancy closing date : 31st October 2026

(Transportation Allowance & other benefit packet such as leave, medical allowance, delocalization prime etc, as per PUI Internal Staff Regulation)
(Payment will be made in MMK based on the prevailing monthly exchange rate)

Première Urgence Internationale (PUI)

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid French organization. Our teams are committed to supporting individual effective by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 6 million people in 22 countries.

Première Urgence Internationale (PUI) is a French international NGO providing humanitarian assistance in more than 22 countries, including in Myanmar since 2001, in South Yangon and Kayin state.

Job Purpose

Reporting to the Project Manager, the Medical Manager will oversee and lead the delivery of essential primary and emergency healthcare services in Kayin, and will support the delivery of disease prevention, nutrition, health education, and referral activities in close collaboration with PUI teams, local volunteers and other organizations as necessary. The Medical Manager will ensure the delivery of high-quality, needs-responsive services in line with organizational and clinical standards, and in line with humanitarian principles. As a senior member of the medical teams, the Medical Manager will also take responsibility for security management and asset management for their team.

Job Description

Responsibilities

Provision of Emergency Minimum Primary Health Care Package

- Lead a medical team in providing comprehensive primary health care services, including antenatal and neonatal care, postnatal care, integrated sexual and reproductive health and rights (SRHR) services, health education, and disease surveillance through mobile outreach.
- Conduct OPD consultations for patients with non-communicable diseases.
- Conduct MUAC screening of under 5 children & pregnant and lactating women (PLW), treatment of severe acute malnutrition (SAM) and moderate acute malnutrition (MAM) cases.

- Perform care procedures, such as dressing, injections, with the support of Health Supervisor (nurse).
- Take accurate patient history and maintain records in the patient record book, ensuring privacy and confidentiality.
- Work closely with the Project Officer and Community Monitors to identify cases of malnutrition and make appropriate referrals to health centres.
- Identify emergency referral cases reported by community volunteers, community monitors and community-based organizations (CBOs), facilitating referrals through in-person or tele-consultation in line with PUI's referral SOP.
- Promptly detect epidemics and collaborate with the PUI coordination office, other NGOs, and local authorities to implement control measures and prevent the spread of the epidemic.

Drug Prescription and Follow Up

- Prescribe medications based on PUI recommended protocols and ensure adherence to proper dosage and administration guidelines.
- Oversee the Health Supervisor (nurse) in monitoring pharmacy operations.
- Supervise the Health Supervisor (nurse) in dispensing medications, accurately recording them in the pharmacy register and stock cards.
- Review monthly reports on drug consumption provided by the Pharmacy Officer, anticipating and addressing any potential shortages or medical supply needs with the health supervisor (nurse).
- Prepare monthly request forms to procure essential medical equipment required for program activities with the support of Health Supervisor (nurse) , and in line with medical supply calendar

Overall Clinic Supervision

- Supervise and support the Health Supervisors (nurses) and Counsellor in their clinical supervision and on-the-job trainings.
- Ensure good management of the clinics, including pharmacy and waste management.
- Ensure proper implementation and the use of tools, protocols and guidelines in the clinics, including necessary infection prevention and control measures and patient privacy and confidentiality.
- Maintain clinic hygiene and equipment standards to a high level in accordance with best practices.

Training and Technical Supervision

- Identify and actively flag medical training needs, capacity gaps or challenges of medical team and community team members
- Implement and conduct directly training for medical staff, in coordination with the Country Health Manager
- Provide technical guidance to Project Officers whenever necessary

Security and Asset Management

- Ensure the safety and security of the medical team, community team, assets and beneficiaries during field operations.
- Coordinate with Project Manager and Field Coordinator to assess risks and implement mitigation strategies
- Maintain an updated inventory of medical and non-medical equipment.
- Oversee the management, storage and maintenance of assets including medical equipment, supplies and vehicles.
- Ensure efficient resource utilization and accountability in alignment with PUI policies.

Planning, Reporting and Coordination

- Under the supervision of the Project Manager, plan quarterly, weekly and monthly activities.
- Record and share data on services delivered in a timely manner, in line with guidance from the Project Manager, MEAL team.
- Record and share epidemiological data.
- Monitor medicine consumption and coordinate with the Pharmacy Team on medical supply planning
- Contribute to the development of internal and external reports and success stories as required
- Participate and input into situational health assessments, and in analysis of epidemiological situation, as required
- Maintain good relationships and strong collaboration with PUI staffs, community members, other service providers and stakeholders
- Participate in regular team meetings and meeting with partners
- Participate in board meetings and clinical case discussions for difficult case management

Requirements

- Must be MBBS holder with medical license
- Minimal 2 years' working experience in clinical management of primary health care services
- Ability and willingness to work in remote areas, including with overnight stays as required
- Ability to work under pressure under minimum supervision
- Good interpersonal and communication skills
- Proficient use of Microsoft office applications
- Respect teamwork and team spirit
- Proficiency in Burmese
- Knowledge of local languages for Kayin State is considered an asset

Due to the specific work of Premiere Urgence Internationale (PUI) and according to his/her responsibility stated in this JD, the Medical Manager could be requested to stay at the organization's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in concordance with the development of the programs.

To Apply Online, please access via this link,

[https://docs.google.com/forms/d/e/1FAIpQLSdsEo7vzA1tzZsPpoV4MmD_loExLddjD3406hfQwyxtpiDxg/v
iewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSdsEo7vzA1tzZsPpoV4MmD_loExLddjD3406hfQwyxtpiDxg/viewform?usp=header)

- Applications from all origins, religion, gender, age, People Living with HIV
- Women and people with disabilities are encouraged to apply.
- Every application will be reviewed as per the qualification and experience necessary for the position only.

For application physical address can be sent as below:

Coordination office, No .79 Aung Min Khaung Street, Thanlwin Road, (10) ward, Kamayut township, Yangon.

OR

Hpa An office, No.(7-Ka-254), Ward - 7, Man Ba Khine Street, Hpa-an Township, Kayin State

"Any difficulties when applying, please contact via phone call +95 9952426258"

- Please mention the applied position in subject if you send your application via email.
- Shortlisted candidates will be invited to take a written test, after which those with the best marks will be invited to an oral interview. This recruitment will be done on a rolling basis, meaning that PUI reserves the right to close this vacancy when it has found a suitable candidate – interested candidates are therefore invited to submit their application as soon as possible.