

Job location : Kayin Office (Hpa An)

Duration : Up to 31st May 2027

Vacancy opening date : 7th September 2026

Vacancy closing date : 30th November 2026

(Transportation Allowance & other benefit packet such as leave, medical allowance, 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

The Health Supervisor (Nurse) will assist the mobile clinics in the daily management of the PUI project in the project areas under the direct supervision and close collaboration with other colleagues from the medical team. With the support of Medical Manager, s/he will play a role in managing/ assisting the clinic flow adhering triage and IPC measures as well as arranging monthly pharmacy stock of respective teams by working closely with Pharmacy officer based on monthly consumption.

Job Description

Responsibilities

Mobile clinic management

- Work closely with Senior Medical Officer in the daily provision of emergency minimum primary health care package (Primary health care services, SRHR, identification of malnutrition cases and childhood illness, health promotion sessions, etc.) Measure the vital signs and be able to prioritize triage patients based on the

severity of their condition and inform the Senior Medical Officer to take immediate action and timely referral as needed.

- Provide the prescribed medicines to the patients consulted by the Senior Medical Officer and assure the provision of therapeutic education based on the treatments.
- Assess the visiting patients regarding health and therapeutic education.
- Participate in support emergency referral, give proposition to improve the health education activities and ability to identify the cases according to PUI referral SOP.
- Record daily consumption of medicines and collaborate in the physical inventory of stock monthly.
- Investigate when there are discrepancies in the drugs' movement and when there is abnormal drugs consumption on the field in close collaboration with Senior Medical Officer and Pharmacy Officer
- Follow Universal Precaution and proper Hospital waste management as per international standard strictly at workplace and keep awareness and supervise for cleaners and other staff for universal precaution issues especially in mobile clinics.
- Keep maximum hygiene of testing area and ensure proper disinfection according to IPC measures.
- Manage clients flow in the Mobile Clinic in collaboration with the community health workers and assist in waste management.
- Adopt non-judgmental attitude, manage clients with compassion and maintain strict confidentiality and privacy.
- Flexibility on requests and assignments by the supervisor and according to program needs, are strongly demanded.

Project Implementation, Monitoring and Evaluation, Reporting

- Support Senior Medical Officers in transportation plan, work plan and other logistic and financial management
- Support senior medical officer and program management team for reviewing and clarifying data entry.
- Compile monthly consumption data and submit monthly activity report on time, and report regularly meeting the deadlines.
- Perform the reporting about the potential medicine shortage condition to the Senior Medical Officer in close coordination with pharmacy officer.
- Integrate with nutrition and other projects for achieving PUI and humanitarian goals
- Make sure data entry of beneficiaries and other documents and support in reporting
- Coordinate with pharmacist and logistic for stock management

Training and capacity building

- Assist and support to team necessary things to provide training for CHWs and partners as required.
- Support medical officer in supervising the health counsellor for providing key messages and SBC approaches.

Coordination and Communication

- Share useful information and collaborate within the project's teams, including MNCH, Nutrition team whenever needed.
- Participate to meetings, general base meeting, and attend internal training.
- Share encountered challenges, needs, and recommendations in meetings with project teams.
- Ensure good communication with the community members, local authorities, and community volunteers.
- Participate in advocacy to local and health authorities and stakeholders about the project activities whenever necessary.
- Coordinate regularly with project staff including logistic, admin, finance and MEAL staffs

Requirements

- Must be Bachelor of Nursing Science (B.N.Sc.) or Diploma in Nursing holder with a valid nursing license
- Minimum 1 years' experience working in a nutrition program, Midwife and MNCH program and development sector/ INGOs
- Excellent interpersonal communication presentation skills.
- Ability to work effectively in social environments as good team player
- Availability and willingness to undertake assignments
- Teamwork and team spirit with strong motivation to work for community
- Able to work under little supervision to complete tasks in timely manner.
- Fluency speak in Karen and Myanmar languages required.
- Experience working in Karen context and Kayin state preferred.

To Apply Online, please access via this link,

<https://docs.google.com/forms/d/e/1FAIpQLScMGVZTfnKdf0z0wh4u-GOwhjWkTBy9-1L8b1kXvWb5gp84Mw/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.