



DOCTORS WITHOUT BORDERS (THAILAND)

ด็อกเตอร์ส วิทเฮนทร์ บอร์เดอร์ส (ประเทศไทย)

Title:	MEDICAL ACTIVITY MANAGER
Generic Function:	
Code:	MM01101
Level:	11 (E)

Position in the Organization

Reports to (Hierarchical):	Project Medical Referent
Reports to (Functional):	Project Medical Referent
Job Family:	Medical
Supervises (Function):	Medics and doctors from DWBT supported clinics/hospital

Main Purpose

Defining, coordinating and monitoring the medical activities under his/her responsibility according to DWBT protocols, standards and procedures in order to ensure the delivery of quality medical care for patients and their communities as well as to improve the health condition of the target population

Accountabilities

- Coordinating, assessing and supervising the proper functioning of the medical activities (HIV, TB STIs, SGBV, etc.), according to DWBT protocols, standards and procedures and through the correct compilation and analysis of medical data regarding patients' health conditions.
- Participating in the definition of annual planning and budget for the project and in the follow up of the programs / project. Supervising and ensuring that medical activities objectives under his/her responsibility are achieved, reporting to the technical referent any problem arising in the service
- Checking all administrative procedures related to patients' follow-up (individual card filling, registers, paper exit, discharge, transfers ...) are carried out correctly and according to DWBT procedures.
- Ensuring an efficient pharmacy management and monitoring the rational use of them. In coordination with the project biomedical service supervising the appropriate use of medical devices and anticipating future needs. Preparing the medical orders needed to implement the medical activities under his/her responsibility, and identifying and reporting to the line manager, non-medical support needs (material, infrastructure, transport, etc.)
- Coordinating and monitoring the daily working plan of the team under his/her responsibility (absent personnel, vacations, tracking leaves ...). Participating in shifts and replaces a doctor, if necessary
- Planning and supervising, in close coordination with the HR department, the associated processes (recruitment, training, performance evaluation, development and internal communication) of the staff under his/her responsibility in order to improve staff capabilities and to ensure both the sizing and the amount of knowledge required



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- Participating in the monthly reports according to guidelines (i.e. SitReps, medical statistical reports, etc.).

DWBT Section/Context Specific Accountabilities

Provide remote management support to a DWBT-supported hospital, working closely with the partner medical team to ensure medical activities meet DWBT and Ministry of Health standards. Specific tasks include:

- Conduct daily and weekly remote supervision and monitoring of medical activities, including maternity, non-communicable diseases, and surgery.
- Perform regular quality of care assessments, including:
 - Rational prescription score analysis
 - Mortality reviews
 - Medical incident reporting (monthly and as needed)
- Identify training needs among the partner's medical team and organize targeted training sessions (e.g., NCD, maternity, surgery).
- Collaborate with the pharmacy focal point from the partner organization and DWBT pharmacist to monitor drug consumption, inventory reports, and reception reports for all DWBT-donated drugs and medical supplies.
- Monitor and analyze EWARS reports and general morbidity trends, notifying the PMR of potential outbreaks.
- Lead communicable disease outbreak responses in collaboration with technical referents and the PMR.
- Provide technical guidance on patient referrals for secondary and tertiary hospital care, ensuring adherence to established criteria.
- Contribute to rapid health assessments in project catchment areas.
- Provide contextual information covering the medical needs of populations in displacement in Myanmar. Develop intervention/implementation strategies in close consultation with the Project Medical Referent (PMR) and Project Coordinators.
- Collaborate with colleagues, including pharmacy, data, NAM, MHAM and logistics teams, to ensure integrated support.
- Perform other tasks as assigned by the direct supervisor.

Requirements

Education	Medical doctor. Desirable specialization or training in Obs/Gynae, surgery and internal medicine.
Experience	Essential 2 year working experience related to the diploma/degree and previous experience in DWBT or other INGO in the field knowledge in Myanmar health care system is an asset
Languages	English, and Burmese



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Knowledge Essential computer literacy (word, excel and internet)

Competencies

- Strategic Vision L2
- Leadership L2
- People Management and Development L3
- Service Orientation L3
- Teamwork and Cooperation L4

HR & Benefits:

- One-year fixed term contract renewable, with 3 month-probation periods.
- National Health Package
- Desired starting date: immediately

How to Apply:

Please complete your application in **ENGLISH** and attach your CV, cover letter and Professional License (stating your motivation and what can you contribute to the position) via the Google Form. <https://docs.google.com/forms/d/e/1FAIpQLSeiPAGAk-fjDmX1crjeBJT3FzpT4MOINI6bqbTE7dA3sDGYGg/viewform?usp=publish-editor>

If you find it difficult to complete the Google Form, please send your CV and cover letter with the subject Ref: “**Medical Activity Manager**” to msfe-maehongson-finhr-assist1@barcelona.msf.org on **before 17th May 2026**.

Applications that are not completed (CV + Covering letter) will not be considered.

DWBT IS PROMOTING DIVERSITY AND MULTICULTURALISM IN THE WORKPLACE