

Job Opening

Karen Health Project Staff - Clinics

Reports To: Karen Health Projects Manager	Hours: Full time, average 35 - 40 hours per week
Location: Mae Sot, Tak province, Thailand	Anticipated Start Date: 15 May 2024
	Application Deadline: Open until filled

Organization Description

Partners Relief & Development aims to see children affected by conflict and oppression living free, full lives. We respond with Emergency Relief through the provision of food, shelter, medical care and basic necessities during crisis events. And we invest in sustainable development that transforms community well being, improves health and education, and provides a nurturing environment for children.

Job Description

Support the vision and mission of Partners by overseeing seven Karen Department of Health and Welfare (KDHW) Clinics. Provides case studies, continues medical knowledge, tracks medication stocks, orders medicine, and organizes for the clinics to be provided with the agreed resources e.g., medication.

Essential Functions

- Maintain and strengthen relationships with the KDHW and develop opportunities that will benefit the people's health in local areas within the context of the Partner's vision and wider organization priorities.
- Visit project delivery locations to meet with the clinic staff, access the clinic needs, and provide refresher training as needed.
- Order medicine and medical supplies within the available budget. Check pharmacy prices and adjust them according to the clinic's needs.
- Collect clinic data, situation updates, and success stories for the bi-annual report.
- Communicate with clinic staff or the KDHW to monitor program activities and provide monthly reports on project activities.
- Provide brief regular updates and photos to the Media team and do the translation for the interview video clip.
- Participated in the Health education sessions or training of the Mae Sot health care team and provide power points or training materials for the health curriculum or lessons.

Other Functions

- Help to maintain the office supply medicine stock and donated items and keep them tidy.
- Help the other Karen Health Project activities such as participating in VHW training, school health, and community health education sections of the Patients Care Project.
- Assist with Mae Sot Partners office work.
- Attend staff meetings and organizational gatherings as requested.

Position Requirements

- High school degree or equivalent
- Certificate
- 0-5 years of related experience preferred
- Fluency in Karen, Burmese, and English
- Project management skills
- Budgeting or financial management skills
- General computer ability such as creating documents, spreadsheets, emails, etc.
- Public speaking or teaching skills

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- Leadership ability
- Time management, multi-tasking skills
- Interpersonal and communication skills
- Team player
- Motivated, has initiative and can work independently
- Flexible and patient

- Analytical, problem-solving skills
- Able to work after hours during emergencies
- Work within a Christian framework with sensitivity to various religious expressions and cultures.
- Work in an honest manner and also recognize the need for confidentiality at times.

Preferred Qualifications

- Bachelor's degree
- Fluency in Thai
- Detail oriented
- Professional writing skills
- Creative, thinking outside the box

Salary and Benefits

- Local salary commensurate with experience
- Initial visa and visa renewal costs
- Eligible for the full cost of Thai Government Social Welfare within Thailand

How To Apply

- Submit your resume/CV, and any other information to hr.sea@partners.ngo before the deadline.
- Successful candidates will need to be willing to provide two names and contact email information for professional references before an official offer can be made.