DOCTORS WITHOUT BORDERS (THAILAND)
ด็อกเตอร์ส วิทเธาท์ บอร์เดอร์ส (ประเทศไทย)

Title:	CLINICAL OFFICER	
Generic Function:		
Code:	MS02300	
Level:	7	**(E)**

Position in the Organization

Reports to (Hierarchical):	Project Medical Referent (PMR)
Reports to (Functional):	Project Medical Referent (PMR)
Job Family:	Medical and Paramedical
Supervises (Function):	

Main Purpose

Organizing and ensuring medical consultations to the target population providing treatment to patients within the scope of his/her medical competencies and referring them when appropriate, according to **DWBT** protocols, procedures and the universal hygiene standards in order to guarantee quality and efficiency of the service provided.

Accountabilities

- Ensuring the implementation and standardization of DWBT clinical policies, tools, and hygiene protocols in order to minimize clinical risks and to guarantee the quality of patient care management. Promoting and maintaining confidentiality regarding all patient cases and records
- Implementing diagnosis, prescription and prevention procedures that fall under the scope of his/her competencies applying medical knowledge, asking appropriate questions to patients and following protocols in force as well as using laboratory services when necessary, in order to ensure a correct implementation of the medical treatments and to refer patients when appropriate.
- Participating in the planning and supervision, in close coordination with other supervisors, the HR processes (sizing, staff shifts, recruitment, training, evaluation, development and communication) of the team in order to ensure both the sizing and the amount of knowledge required, improve people triage capabilities, their motivation and commitment and their active participation in teaching the targeted population on therapeutic and preventive protocols.
- Ensuring that all staff using medical devices are qualified and trained. Ensuring cleaning and minor maintenance tasks are performed according to the protocols. Reporting any malfunction to the project biomedical service. List item
    - In cases of emergency, carrying out first aid care and treatment according to protocols in order to reduce mortality rates
    - Recording in the individual patient's card and registration books, all performed medical activities (drugs prescribed, lab results, vaccination status, epidemiological activity, doses, etc.) keeping data traceability in order to ensure patients treatment continuity.
    - Participating in data collection and reporting when required
    - Knowing and implementing Patient Therapeutic Education (PTE), i.e. keeping contact with all patients, providing them information regarding their health state and responding to their questions.
    - Knowing and promoting the proper application of Post Exposure Prophylaxis (PEP) Kit and Sexually Gender Based Violence (SGBV) protocol.

DWBT Section/Context Specific Accountabilities

Patients Referral

- Conduct regular visits to patients referred to Mae Sariang and Mae Hong Son hospitals, coordinating with hospital referral staff and relevant partners to monitor their condition, treatment progress and continuity of care.
- Liaise with the Medical Activity Manager, Midwife Activity Manager and Nursing Activity Manager to identify and facilitate any additional support required for referred patients.
- Coordinate with Chiang Mai hospitals and other referral facilities regarding patient acceptance and referral arrangements. Prepare and submit the necessary referral documentation, including confirmation letters.
- Monitor patients' progress at the receiving facilities through in-person visits whenever possible or regular communication with hospital staff. Facilitate case discussions with doctors, nurses and other relevant healthcare professionals to agree on appropriate management plans.
- Monitor the financial aspects of referrals, prepare payment requests for submission to the PMR and flag any discrepancies or issues in accordance with established referral protocols.
- Collect relevant clinical information and updates on patients' conditions, ensuring timely communication and translation, when needed, to support decision-making by the MAM and Project Medical Referent. Submit weekly patient visit and referral follow-up reports to the MAM and PMR.
- Identify and follow up on challenges within the referral system, propose practical solutions and organise necessary coordination meetings with partners and receiving hospitals at both secondary and tertiary levels.
- Actively participate in medical meetings, Punto meetings, referral coordination meetings and other relevant meetings to ensure effective communication, case follow-up and coordination across the referral network.

Staff health

- Act as the designated staff health focal person, delegated by the PMR, for locally hired staff who do not speak English, facilitating communication and translation of medical information and documents, as well as discussions between staff and the PMR.
- Collect and maintain staff medical certificates and relevant medical documents from hospitals. Facilitate their translation for the PMR/MAM, as required, and ensure they are submitted for review and validation before reimbursement processing.
- Facilitate and coordinate annual staff health check-ups in collaboration with the PMR, follow up on the process with the hospital and ensure timely submission of check-up reports.
- Support the IMS, as delegated by the PMR, in facilitating medical consultations, treatment and other necessary medical assistance in Mae Sariang and Chiang Mai.

EPI program

- Support and provide coverage to the Nursing Activity Manager (NAM) in preparing and updating all EPI-related documents, including immunization cards, due lists, master lists and other relevant vaccination records.
- Facilitate and/or co-organize relevant training activities, providing support to the NAM in training preparation and organization, including preparation of training materials, printing, coordination and other logistical arrangements.
- Supervise vaccination data collection, ensure accurate recording and transfer of data into the relevant tally sheets, and submit the compiled data to the Data Supervisor.

Other tasks.

- Facilitator in the training on nursing related topics in collaboration with MAM and NAM.
- Support the Pharma Supervisor in the cold chain management and in the reception of the items with the pharmacist.

- Assist the PMR in preparation of the weekly and monthly report in relation to referrals.
- Be flexible and be ready to assist in any different activities/tasks that are not included in this primary job description.

Requirements

Nationality	Must be Thai Nationality
Education	Essential Paramedical degree: Nursing, Public Health
Experience	Desirable previous Hospital/clinical supervision experience of at least one year
Languages	Essential Mission language (English) and local language (Thai) are essential.
Knowledge	Computer literacy
Competencies	• Results and Quality Orientation L2 • Teamwork and Cooperation L2 • Behavioural Flexibility L2 • Commitment to MSF Principles L2 • Stress Management L3
HR & Benefits	• Salary: 45,000 THB basic/month (non-negotiable), and 13th Month Salary • 1 year contract renewable, with 3-month probation • National Health Package • Desired starting date: immediately Note: No relocation package applied for this position; The selected candidate will need to make personal arrangement to settle and work in Mae-Sariang.

How to apply:

Please complete your application in **ENGLISH** and attach your CV and cover letter (stating your motivation and what can you contribute to the position) via the Google Form. https://docs.google.com/forms/d/e/1FAIpQLScjFBz9wlJ-Bm2feBtb_-x4su7MlOzd_-Pw1mNHnsoQgFWMJg/viewform?usp=header before 10th December 2026 before 17.00. Applications that are not completed (CV, Cover letter) will not be considered. Only short-listed candidates will be contacted and invited for test/interview.

DWBT IS PROMOTING DIVERSITY AND MULTICULTURALISM IN THE WORKPLACE