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**VACANCY ANNOUNCEMENT**

Malteser International is a worldwide relief organization with more than 50 years of experience in humanitarian aid and at present covers around 100 projects in about 20 countries in Africa, Asia and the Americas. Its mission is not only to provide emergency relief, but also to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. For more information on Malteser International please visit our website: [www.malteser-international.org](http://www.malteser-international.org)

**Position: Female Medical Officer - (1)**  
**Location: Peshawar (Roving)/BHU Faqir Killay & Phandoo)**  
**Open to internal and external candidates**  
**Contract Period: ASAP - 30-November-2018**

**Role & Responsibilities.**

- Lead & supervise Malteser staff working at respective BHUs,
- Conduct daily OPD six days in a week on rotation basis to provide curative care services to women and children,
- Identify high-risk cases and timely refer them with proper referral protocols to a designated hospital/clinic,
- Submit medicine/consumable supply request in time on a standard requisition form duly signed by her to the project office,
- Provide on job mentoring to LHVs/TBAs/LHWs on topics e.g. diagnosis and management of ARI, URTI/LRTI, diarrhea, scabies, screening of danger signs in a pregnant woman, management of labor, post-natal care, early new born care etc,
- Report immediately any incidence/staff related issue to line manager for timely management,
- Ensure good standard of cleanliness/sanitation in work area through staff assigned for cleaning,
- Ensure all staff working under her supervision, are working effectively and efficiently on regular basis, while also report any irregularities (if found) immediately to her line manager,
- Check all recording & reporting documents/tools and ensure they are being updated on regular basis,
- Maintain good working relationship with/between MI/DoH staff and local community,
- Assess/analyze the situation in case of emergencies such as out-breaks and epidemics and immediately report to the project manager for timely interventions
- Ensure that all equipment is in good condition and all inventories are properly listed
- and physically present,
- Ensure timely submission of standard weekly/monthly reports to her supervisor regularly without any delays/excuses,
- Submit weekly work plans of staff to project office Peshawar on regular basis & maintain the record of work plans in a file,
- Hold weekly staff meeting to review progress against activities agreed/submitted during last week work plan on regularly basis, and also share minutes of the meeting with project manager,
- Attend/represent organization in various meetings/workshops held in respective BHUs,
- Handle patients & their attendants politely and in a respectable way.
- Any other job related additional task (s) assigned by supervisor or senior management.



**Desirable**

- MBBS from a recognized institute in Pakistan;
- Registered with Pakistan Medical & Dental Council (PNC) and holding a valid registration;
- Pakistani citizen;
- Significant experience in related role (at least 3 years);
- Work experience in a similar role with an INGO (at least 2 years).
- Trained in ultrasonography;
- Speaks Pushto fluently;
- Familiar with local culture & customs.

**Starting Date: ASAP**

Candidates should submit their CV and motivation letter with salary expectations latest by, **November 05, 2017** via e-mail to: [recruitment.pk@malteser-international.org](mailto:recruitment.pk@malteser-international.org). Only short listed candidates will be contacted, and no phone calls will be entertained.