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## Vacancy Announcement No. SP18101001

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Job title:	<b>Radio Operator</b>
Job location:	<b>Sittwe Project, Rakhine State</b>
Accountable to:	<b>Logistic Manager</b>
Basic Salary;	<b>323,000 MMK</b>
No. of position:	<b>1</b>
Contract type:	<b>Initially one year with the possibility of extension</b>

### **General presentation**

Médecins Sans Frontières (MSF / Doctors without Borders) is an international medical humanitarian not-for-profit organization. MSF provides assistance free of charge to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. MSF has been working in Myanmar since 1992 and is currently providing healthcare in Kachin, Rakhine and Shan states, as well as Yangon and Thanintharyi regions. In Myanmar, around 1,000 international and national staff work closely together to provide high-quality medical care and treatment through a network of health centers, health posts and mobile clinics. MSF's goal is to save lives and alleviate suffering by working directly with those in need - regardless of race, gender, religion or political affiliation. The teams consist of highly qualified medical staff, administrators, coordinators and experts in various medical, logistics, and administrative fields.

### **Main Purpose**

Operating and tracking the communication with the mobile teams and all movements, in accordance with the MSF security protocols and rules, in order to ensure quality and confidential communications for the operational needs of the project.

### **Accountabilities**

- Operating the communications in the project, following the MSF security rules.
- Ensuring that messages are well copied/passed to all people concerned and records the messages on the comms log book.
- Making contacts with reference bases according to communication rules/ schedules and forwards all information concerning the security of the teams to the Project Coordinator and Logistics Manager.
- Monitoring and registering any movement, of people, vehicles, helicopters, airplanes and cargo, (departure, arrival, number of passengers, route taken, standard contact points) and informs line manager of any delays.
- Supervising and monitoring the MSF phone handsets allocation book and registering the loan of handsets to all staff, following it up on a regular basis.
- Installing, operating and performing preventive maintenance checks on assigned equipment, checking that the equipment is working properly and immediately informing the line manager of any damage/loss/theft. Maintaining the equipment, communications room and premises in clean and tidy conditions. Maintaining and supervising batteries status in good maintenance conditions.
- Providing basic communication training when necessary to MSF staff.
- Keep an updated register of phone numbers of all the team leaders to ensure communication with mobile teams.
- Follow up movements of all mobile teams, including emergency referrals, as well as other local movements (airport, etc) with the support of the Head Driver, and record them in Log Book as well as in daily whiteboard movement tracking.
- Follow up movements of boats with the computer through the GPS devices installed in them and through the computer interface, and log movements in the log book.
- Ensure mobile teams report timely their movements and proactively communicate with the teams and supervisors when there's a delay in the communication.
- Report immediately any communication breakdown with teams in the field to the supervisor, as well as any incident reported by the teams in the field.
- Keep an updated mapping of travelling time to the different mobile team locations according to different factors (good and bad weather for boat movements, dry and rainy season for car movements) and incorporate new movements in the mapping when necessary.
- Perform any other relevant tasks assigned by his/ her supervisors as necessary

### **Confidentiality**

This organization attaches the greatest importance and confidentiality to patient, staff, health data and other data held by the organization. All data should be treated as confidential and should only be disclosed on a need to know basis.

### **Requirements**

- Essential Matriculation Exam Passed, Desirable University Degree
- Desirable work experience as radio operator in related jobs
- Essential, Good command of both written and spoken English and local language(s)
- Essential basic knowledge on mathematics, mechanical, electronic and computer principles

### **What we offer is:**

- An attractive and market based salary;
- Public Holidays – all gazette public holidays;
- 16 paid leaves (including 6 casual leaves) on an annual basis;
- Excellent health care package;
- 13th months bonus;

You are offered the opportunity to work with the world's largest medical emergency organization and work with very experienced colleagues in a highly professional working environment. Please learn more about MSF and our charter on our websites: [www.msf.org](http://www.msf.org) and [www.msfmyanmar.org](http://www.msfmyanmar.org).

### **Application:**

Please send your application letter, CV and passport-sized photo, copies of education qualifications and references to:

#### **Attention:**

**Project Coordinator  
MSF-Holland (Sittwe Project Office)  
Horse Race Road @ Shwe Ngar Lane,  
North San Pya Quarter, Sittwe Township, Rakhine State  
Email to; [ers-hrm@oca.msf.org](mailto:ers-hrm@oca.msf.org)**

**Not later than, Thursday, 25<sup>th</sup> October 2018, 17:00 PM**

- **Only the shortlisted candidates will be contacted and interview will be take place on either Coordination or Project that you can easily access.**
- **Please clearly mention the announcement no and job title in the Subject line.**
- **If you apply online, please send email applications in Microsoft word or PDF format.**