

**Job Description**  
**Additional Medical Officer**

**Location of Job:** Prayagraj, Sonbhadra, Mirzapur, Balrampur, Uttar Pradesh

**Type of Employment:** Contractual for a period of one-year, renewable basis of performance and project requirements

**No. of Position:** 04

**Reporting to:** Project Manager

**1. JOB PURPOSE**

The Medical Officer will be responsible for medical check-ups of the serving community through Camp duties at MMU following the visit roster, treating and providing consultation to the patients and maintaining. The Medical Officer will analyse medical check-up data and conduct regular inspection of equipment's, maintaining the inventory of medicine required at MMU. S/he ensure compliance of the requirements and protocols as per Govt Rules. S/he will present the data to management and make suitable action plan.

**2. KEY ACCOUNTABILITIES**

- Conduct MMU camp duties on the absence of medical officer of any specific block and perform medical check-ups of the serving community.
- Collaborate with other specialists and health facilities where large number of cases are found.
- Conduct home visits for elderly/ severely sick patients and persons with disabilities.
- Conduct and support awareness on health topics by participating in activities/events/campaigns organized through MMU.
- Analyse medical check-up data of the patients and provide counselling sessions as required.
- Any other duties that may be assigned from time to time by the organisation Program & HR department.
- Ensuring optimum utilisation of available resources & implementation & enforcement of Protocol/Quality systems.
- Management of the team and their capacity building.

## DOCUMENTATION

- Ensure that documents like OPD, medicines and reagents consumption, patients' cards etc. are updated and maintained regularly where you will visit.
- Supervise and inspect the requisition the availability of inventory and supplies of drugs, reagents, medical equipment & instruments as required at MMU.
- Prepare trends of communicable and non-communicable diseases.
- Attend the periodic review meeting organized by organisation team.
- Maintain the confidentiality of the patient data and adhere the IPHS/IMC protocols for the treatment.
- Share the success stories/anecdotes from the field.

### 3. Other Indicative Requirements

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| <b>Educational Qualifications</b>  | MBBS with State Medical Council Registration.  |
| <b>Functional / Technical Skills and Relevant Experience &amp; Other requirements (Behavioural, Language, Certifications etc.)</b> | <ul style="list-style-type: none"><li>▪ Minimum of 1-3 years of experience in public health programs with good team management skills.</li><li>▪ Candidate must have good communication skills in Hindi.</li></ul> |

#### How to apply

Interested candidates can mail their detailed resume **at [contact@peopable.co.in](mailto:contact@peopable.co.in)** (Please mention the position name in Subject)