

HIRING ADVISORY



Migrant Workers Office - Riyadh

POSITION ***MALE CASE OFFICER / MEDICAL
STAFF – CONTRACT OF SERVICE***

Job Description:

- Provide medical assistance, including diagnosis, treatment, and record-keeping for MWRC residents.
- Conduct visits for OFWs in hospitals and maintain records of their medical conditions and treatments.
- Ensure accurate documentation of all medical cases and maintain confidentiality in compliance with privacy regulations.
- Report critical medical cases to the Home Office and collaborate with case officers for follow-up.
- Coordinate with medical staff and agencies, and participate in health education and outreach programs.
- Respond promptly to medical emergencies and provide emotional support to OFWs.
- Engage in training programs and perform additional medical tasks as assigned by the supervisor.

Qualifications:

- Male
- Bachelor's degree in Nursing, Medicine, or a related field.
- Valid healthcare professional license (e.g., Registered Nurse, Physician).
- Preferred certification in Basic Life Support (BLS) or Advanced Cardiac Life Support (ACLS).

- Previous experience in healthcare, especially with migrant or vulnerable populations.
- Experience in hospital, clinic, or emergency care settings is advantageous.
- Strong communication skills and cultural sensitivity when interacting with OFWs.
- Attention to detail and proficiency in maintaining medical records.
- Ability to manage medical emergencies in high-pressure environments.
- Compassionate and empathetic, providing emotional support to OFWs.
- Knowledge of medical ethics, patient privacy, and confidentiality standards.
- Must present medical certificate that applicant is fit to work in-person and handle face-to-face interactions; and
- The successful applicant must be able to secure a local residence and work permit in Saudi (iqama) OR already have the right to work in Saudi. (The Philippine Embassy does not issue visas nor provide visa sponsorship.)

INTERESTED APPLICANTS MAY SUBMIT THEIR PERSONAL DATA SHEET (PDS), PERSONAL HISTORY STATEMENT (PHS), AND VALID NBI CLEARANCE VIA EMAIL ON OR BEFORE JUNE 15, 2025:

mwo_riyadh@dmw.gov.ph

SCAN THE QR CODES FOR THE DOWNLOADABLE PDS AND PHS FORMS:

