

Part-Time Medical Doctor at IsDB Center of Excellence in Kuala Lumpur

IsDB Center of Excellence in Kuala Lumpur invites applications from qualified and suitable medical doctors to provide medical services and health-related support to the IsDB Group staff and eligible dependents in the following:

- Medical Consultation Services
- Health Monitoring and Preventive Care (CPR training, vaccination program, awareness medical program, healthy lifestyles, etc)
- Coordination with Medical Providers
- Medical Claims and Approvals
- Medical Examinations and Checkups
- General Medical Support and Administration
- Other tasks that may be assigned, deemed necessary, or complementary to the above responsibilities

Interested and qualified candidates with relevant experience are invited to submit their application, along with an updated CV, via email to klcoe@isdb.org with a copy to zihan@isdb.org, by **Sunday, 31 August 2025 (Malaysia time)**.

Note: The part-time doctor will be engaged on an annual contract. The part-time doctor is expected to work twice a week, with a minimum of two hours per visit. The selected candidate will receive a monthly payment in accordance with IsDB policy.

JOB DESCRIPTION

POSITION : Part-time Medical Doctor
LOCATION : IsDB Group Center of Excellence in Kuala Lumpur
DURATION : One Year (renewable, subject to performance)
DEADLINE : 31 August 2025

Qualifications:

MBBS degree (Medicine Bachelor and Bachelor of Surgery)

Years of work experience:

3 years minimum

Scope of Work:

The Consultant shall be responsible for delivering comprehensive medical services and health-related support to IsDB Group staff and their eligible dependents. Key responsibilities (includes but not limited to):

1. Medical Consultation Services

- Provide medical consultations to IsDB Group staff and their dependents at the workplace, in-home settings, via telephone, and at designated community venues.
- Conduct clinical examinations, diagnose and treat illnesses.
- Prescribe appropriate medications.
- Discuss treatment options and care plans with staff and their dependents.

2. Health Monitoring and Preventive Care

- Monitor the health status and wellbeing of staff members.
- Provide preventive health services, including CPR training, vaccination programs, awareness campaigns, and promotion of healthy lifestyles.
- Deliver health education and awareness programs to support overall staff wellbeing.

3. Coordination with Medical Providers

- Engage with local medical providers to initiate contact, hold meetings, and negotiate competitive price lists for contractual agreements.
- Provide guidance to staff and their dependents on available local contracted medical providers and coordinate services as needed.
- Coordinate with local medical providers to facilitate hospital admissions for IsDB Group staff or their dependents, when necessary.

4. Medical Claims and Approvals

- Review and clear medical claims submitted by contracted medical providers.
- Review and clear medical reimbursement claims submitted by IsDB Group staff.
- Review and approve sick leave requests for IsDB Group staff in the Center of Excellence.

5. Medical Examinations and Checkups

- Undertake and/or coordinate pre-employment medical checkups for new IsDB Group staff joining the Center of Excellence.
- Undertake and/or coordinate periodic medical checkups for IsDB Group staff assigned to the Center of Excellence.

6. General Medical Support and Administration

- Provide on-demand medical advice and consultations to Center of Excellence staff.
- Practice effective healthcare and medical services management.
- Contribute to the management of health insurance services and related matters.

7. Other Duties

- Perform any other tasks that may be assigned, deemed necessary, or complementary to the above responsibilities.

Language:

- English – Mandatory

Work Schedule:

Twice a week for minimum 2 hours per day

Skills & Necessary Knowledge:

- Health insurance management
- Healthcare management
- Communication skills
- Computer skills