



**Myanmar Health Assistant Association
Vacancy Announcement
(VA-126/20-MHAA-HR)**

Position Title	Project Officer
No of post	1
Project Name	Promoting Access to Health in Rakhine
Location	Tongup Township
Report to	Project Manager
Grade	D1
Application Deadline	19 August 2020

Myanmar Health Assistant Association (MHAA) is a national association of public health professionals striving towards accessible and equitable quality public health services through health promotion, prevention and control of diseases. MHAA will stand as a united, independent organization earning public trust and international recognition. MHAA implements health programs in Myanmar, which focuses on strengthening and improving access to coordinated, effective and comprehensive health care services for the well-being of the communities. MHAA is currently operating various projects with the program area of Disease control, RMNCH, Nutrition, WASH, HSS and Emergency response across the 76 townships in Myanmar. MHAA's headquarter is located in Yangon and branch offices are distributed in all levels-State/Region, district and township levels throughout Myanmar. Core Values of MHAA are Accountability, Respect on human dignity, Empathy, Non-discrimination, Integrity, Professionalism. See more about the MHAA on website: www.myanmarhaa.org.

Project Summary

With the support of Access to Health Fund, MHAA conducts “ **Promoting Access to Health in Rakhine State Project (PATH – R)**” in 7 townships – Thandwe, Gwa, Manaung, Toungup, Kyaukphyu, Ramree and Ann townships in Rakhine State to deliver community based integrated basic health care service mainly focused on MNCH, TB, Nutrition and ASRHR(Adolescence Sexual Reproductive Health).

Position Summary

Under the overall supervision of the Deputy Central Program Manager and the direct supervision of the Project Manager and with the guidance from colleagues in Yangon, the Project Officer is responsible for effective and client-centered management of **PATH R Project** within Project Area.

Key Responsibilities

- ❖ Supervise, monitor, coordinate project activities and delegate responsibilities as necessary to other project staff
- ❖ Lead Field Level implementation of assigned Township Offices for systematic operation
- ❖ Mentor and encourage the project staff in all aspects of work. Be a model professional
- ❖ Support staff as necessary to develop their specific activity plans to address the issues among communities according to project objectives

Work Plan

- ❖ Assist **Township Health Department (THD)** in developing the annual work plan to meet the program objectives
- ❖ Analyze and update the monthly work plan from field teams/sites and review periodically

Training

- ❖ Organize volunteer database with mapping and assist in Training Needs Assessment of volunteers.
- ❖ Assist **Township Health Department (THD)** to develop training curriculum, conducting trainings, monitoring and evaluation for the project related training

Monitoring and Evaluation

- ❖ Travel to project areas and monitor activities to meet the project objectives
- ❖ Support technical guidance to TMECs & TPCs and Outreach Workers as per requirement



Coordination and Collaboration

- ❖ Keep regular communication with TMECs & TPCs and Outreach Workers from project areas and partner organization related to project activities
- ❖ Coordinate with Township Health Department, community, local authorities and other stakeholders

Reporting

- ❖ Checking, verification the data from fields, narrative report, stock report and trip performance report in time

To perform other functions as assigned

Skills and Requirements

- ❖ Health Assistant Certificate or B.Comm.H degree holder with at least 3 years of experiences
- ❖ Good oral and written English and must have computer skills.
- ❖ Basic knowledge in administration and finance Management.
- ❖ Previous experience in NGOs/INGOs and LNGOs is an asset.
- ❖ Considerable knowledge and experiences of planning, implementation in related field.
- ❖ Public Health Knowledge and Terms with knowledge on TB and Malaria will be an asset.

Personal Qualifications:

- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen and diplomacy.
- ❖ Strong Interpersonal and organizational skills with ability to manage staff and address conflicts as necessary.
- ❖ Able to travel to field (Project Areas).
- ❖ Ability to work systematically, accurately, independently and under pressure.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.
- ❖ Follow the HR rules and regulations of MHAA with the direct supervision of PMU

Application Instructions

Candidates should submit their application including Curriculum Vitae (Only Word File or PDF File), Application Letter and copies of educational certificates to Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org quoting "**Project Officer VA-126/2020 MHAA-HR**" referring clearly to the **Vacancy Announcement Number** and **Location** as advertised in the **subject line**. The deadline for submission of application is no later than 19.8.2020 (5.00 pm) Myanmar time on.

- **Application will not be successful if applied position is not mentioned correctly.**
- **Only short-listed candidates will be contacted for interview. Telephone query will not be answered.**
- **Application received after the closing date and time will not be considered.**

MHAA is an equal opportunities employer. We welcome applications from all qualified candidates regardless of race, ethnic origin, religion, age, gender, sexual orientation or disability. In an effort to improve the gender balance within the organization, qualified female candidates are strongly encouraged to apply.

HR Unit

Myanmar Health Assistant Association (MHAA)

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