



**Myanmar Health Assistant Association  
Vacancy Announcement (VA - 128/20 -MHAA-HR)**

<b>Position Title</b>	Community Facilitator
<b>No of post</b>	1
<b>Project Name</b>	REAL – KKM
<b>Location</b>	Hpapun
<b>Report to</b>	Project Officer
<b>Application Deadline</b>	19.8.2020

**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](http://www.myanmarhaa.org).

**Position Summary**

Under the overall supervision of the Project Manager and the direct supervision of the Project Officer and with the guidance from colleagues in Yangon, the Community Facilitator is responsible for effective and client-centered management of **REAL - KKM Project** within Project Area.

**Key Responsibilities**

- ❖ To participate and facilitate in meetings with community representatives, local authorities, Department of Health staff and others

- ❖ To organize, support, and facilitate to build up regular coordination meetings; monthly BHS meeting at township level, RHC meeting at RHC level & VHC meeting at village level
- ❖ To participate and facilitate in supervision visit to Sub-Rural Health Centers and Community Based Health Worker
- ❖ To ensure that essential supplies and equipment are readily available for training events.
- ❖ To ensure that the documentation for all capacity development, trainings, workshops, awareness sessions and other community education events are maintained and reported.
- ❖ To assist in ensuring timely supply of essential drugs, diagnostics and other consumables for Community Based Health Worker
- ❖ To assist in developing and implementing strategies to strengthen referral mechanisms between the community and health facilities, especially for capacity building
- ❖ To Jointly plan, lead and organize community level special advocacy events such as National Immunization Day and Nutrition Promotion Month activities
- ❖ To compile and submit monthly data and narrative reports to higher level regularly and timely
- ❖ To collect and submit photographs stating MHAA in action and most significant change stories relating with project outcomes or impacts
- ❖ To take roles and responsibilities of other MHAA's Staff within jurisdiction area when his/her absence
- ❖ To perform other functions as assigned

## **Skills and Requirements**

1. Health Assistant Certificate or B.Comm.H degree holder with at least 1 years of experiences
2. Good oral and written English and must have computer skills.
3. Basic knowledge in coordination with BHS, administration and finance Management.
4. Previous experience in NGOs/INGOs and LNGOs is an asset.
5. Considerable knowledge and experiences of planning, implementation in related field.
6. Public Health Knowledge and Terms with knowledge on MNCH, 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](mailto:hr.recruitment@myanmarhaa.org) quoting “Community Facilitator (Hpapun) VA-128/2020 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 for.

#### **HR Unit**

**Myanmar Health Assistant Association (MHAA)**

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TB Hospital Road, Aung San, Insein Township, Yangon, Myanmar.

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Email: [hr.recruitment@myanmarhaa.org](mailto:hr.recruitment@myanmarhaa.org)