



**Myanmar Health Assistant Association
Vacancy Announcement
(VA-180/2020 MHAA-HR)**

Position Title	Medical Officer (Project Officer)
No of post	9
Department/ Project	Health and Nutrition Project
Location	Sittwe, Pauktaw, Kyauktaw, Mrauk U, Minbya, Myebon, Rathedaung, Buthidaung and Maungdaw in Rakhine
Report to	Project Manager
Grade	E1
Duration	Four Months (Extendable)
Application Deadline	15 th Jan 2021 (ASAP)

Organization background

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.

Position Summary

Under the direct supervision of project manager, Medical Officer (Project Officer) will be responsible to lead primary health care program especially providing nutritional services in identified villages through MHAA mobile team. He/she needs to build capacity of Nutrition Mobile Team Members and participate in surveillance of communicable diseases in coordination with Basic Health Staff Professional, respective local authorities, non-government organization for strengthening of immunization and communicable diseases prevention and controlling in IDP camps area and conflicted affected communities.

Specific Duties and Responsibilities

Project Implementation

- Prepare monthly work-plan of mobile team to cover targeted IDP camps regularly
- Provide clinical care for malnourish under 5 children and women during mobile clinic activities
- Manage organizing of emergency referral of under 5 children and women to Local District/ Township Hospital and other available secondary and tertiary
- Provide MHPSS counselling, IYCF counselling as needed
- Collect community voices, issues, needs and success stories done by Township Project Supervisor to suggest and facilitate for future plan
- Establish follow up plan through tele medication and provide health education and necessary medical consultation depending on local situation of COVID-19 crisis

Supervision

- Manage Project Coordinator and Field Finance Assistant to ensure all implementation activities are in line with the project workplan and MHAA policy and procedure
- Oversee mobile team members in their day-to-day activities and provide feedback to ensure quality work

Training

- Give technical support to mobile clinic nurses, midwife, and mobile clinic health care workers regarding infection prevention and control measures in collaboration with project Manager
- Provide capacity building to health care workers regarding tele medication.
- Support and provide on-the-job training to nutrition mobile team members as needed

Coordination and Collaboration

- Coordinate with respective township health department, local authorities and CSO/ CBO others implementing partners regarding project activities.
- Coordinate with Midwives to support NID activities and monthly outreach activities of Midwives, including immunization, vitamin and mineral supplementation as needed
- Represent as focal/ team leader of MHAA mobile health team to local authorities and community
- Taking the leading role in organizing and mobilizing for project activities within his/her assigned townships.

Monitoring and Evaluation

- Review and analysis of field team activities data in monthly basis and provide to M&E officer and project manager
- Review monthly and quarterly programmatic reports from Township Project Supervisor related with project indicator

Reporting

- Report advance tour program and trip plan to Project Manager in advance
- Assist project manager to prepare Monthly health and nutrition Indicator Reports, etc.
- Provide regular, on time and quality monthly narrative report to Project Manager
- Provide procurement documents in advance as needed
- Remain flexible to perform other duties as required or requested

Skills and Requirement

- M.B., B.S. with at least one-year experience on primary health care settings
- Understanding of medical ethic, patient education, and humanitarian principles
- Shall be adaptable, flexible and mature in judgment
- Shall have good assessment, analytical, planning and reporting skills
- Shall have ability and motivation to travel and work long continuous days in remote IDP camps/ remote villages in Rakhine State
- Shall have good practice on Microsoft package
- Shall have good leadership skill and team management skill

Application Instructions

Candidates should submit their application including Curriculum Vitae, Application Letter and copies of educational certificates to Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org quoting “**Medical Officer (Project Officer) VA-180/2020 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 **15.1.2021** (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.**

Due to the urgency of the position, MHAA reserves the right to recruit a candidate who matches the required profile before the above deadline.

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.

Tel : 95- 9-409832273

Email: hr.recruitment@myanmarhaa.org