



Myanmar Health Assistant Association
Vacancy Announcement (VA -123/20 -MHAA-HR)

Project Title	Reaching Equitable Access to health through Local-empowerment Project (REAL-KSS)
Position Title	Township Project Coordinator
No: of Position	1
Report to	Project Officer
Duty Station	Momauk township, Kachin State
Project Duration	Five Months (Extendable)
Application Deadline	As soon as possible

Organization background

MHAA is a professional organization founded as early as 1953 with aims to promote social support among members and to cooperate and coordinate health care activities effectively with health professionals. In Myanmar under public health system, health assistants work mainly in the Rural Health Centers and within rural community. However, from 1964 onwards, MHAA was unable to function as a professional association. Then in 1994, MHAA reorganized and registered under Ministry of Home Affairs, (Reg. No 1754) as a Non-Governmental Organization (NGO). Now, it has branches in all state/regions, 57 districts and 244 townships.

Membership is purely voluntary and election of delegates is done every two-year. It has 3,290 registered male and female members and headed by the President. The president and CEC members are elected by majority of votes. President of MHAA is member of the Central Committee for Formulating the National Health Plan 2016-2021 and also member of Health System Development Subcommittee group of Myanmar Academy of Medical Sciences (MAMS).

The vision of organization is stated as “Health Assistants will unite to strengthen our collective force to strive for communities to have better access to coordinated, effective and comprehensive health care services for their wellbeing”. Today MHAA carry out humanitarian support activities in Health, Nutrition, WASH and Emergency Response to provide services to the communities in need of assistance. Ministry of Health and Sports acknowledged and recognized the MHAA as one of National NGO to provide health care services in Myanmar.

Project Summary

With the support of Access to Health Fund, MHAA conducts “**Reaching Equitable Access to health through Local-empowerment Project (REAL)**” in 44 townships of Kachin, Shan_East, Sagaing, Kayin, Yangon, Rakhine and Chin State/Region to deliver community based integrated basic health care service mainly focused on MNCH ,TB and Malaria.

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 Township Project Coordinator is responsible for effective and client-centered management of **REAL 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 coordinate with respective BHS in joint planning, joint implementation, and joint evaluation
- ❖ To compile and submit monthly data and narrative reports to higher level regularly and timely
- ❖ To collect and submit most significant change stories relating with project outcomes or impacts
- ❖ To collect photographs stating MHAA in action and periodically report to respective supervisors
- ❖ 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, Application Letter and copies of educational certificates to Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org quoting “**Township Project Coordinator (Real-KSS) VA-123/20 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 17.8.2020 (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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