



Myanmar Health Assistant Association (MHAA)

**Vacancy Re-Announcement**

VA 104/2020-MHAA-HR

### 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 Title : Health and Nutrition Project  
Position Title : Field Finance Assistant  
No: of Position : (2) Posts  
Report to : Finance Assistant and Finance Officer  
Grade : B2  
Duty Station : Kyauktaw and Minbya  
Project Duration : 5 months (Extendable)  
Closing Date : 09-08-2020 (Sunday)

### **Position Summary**

Under the overall guidance of Project Manager and Finance Officer, Field Finance Assistant will work in collaboration with Project Officer to assist in administrative, finance, human resources, data management and logistic matters.

### **Key Responsibilities**

1. Maintain Office Cash flow, petty cash and project expenditure statement for monthly report.
2. Prepare cash forecast for project activities and operations on monthly basic.
3. Accept invoices after goods received and check criteria for payable of invoices.
4. Prepare payment requests in accordance to financial rules.
5. Follow up the cash disbursement, remittance and advance return.
6. Take responsibilities for local procurement process for quotation and purchasing.

7. Take responsibilities for office presentation and greeting visitors
8. Answer Telephone, take messages and handle general enquires as appropriate
9. Receive and log incoming post and recording outgoing post.
10. Assist Township Project Supervisor in developing a data entry of villages with its particulars within the township with other necessary relevant information
11. Take photocopy and printing documents as necessary
12. Communicate with central offices for reports and reply any relevant information
13. Maintain up to date administrative files and records.
14. Follow up the administrative management of all types of contracts  
(Office, fax, telephone, internet etc.)
15. Carry out other duties in addition to the above, whenever directed by Supervisor.
16. Submit monthly financial report to AFO/AFA.

### **Skills and Requirements**

1. University degree and relevant combination academic qualification.  
(Bachelor degree in commerce or economic or management is preferred)
2. Minimum 1-year experiences in financial field.
3. Must have computer skills in Microsoft Office.
4. Working knowledge of spoken and written English.
5. Working knowledge of spoken and written Myanmar.
6. Ability to perform his/ her job independently.
7. Ability to work systematically, accurately, independently and under pressure.

### **Personal Qualifications:**

1. Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy
2. Good interpersonal communication skills
3. Respect and regard Myanmar Health Assistant Association (MHAA) Policy
4. 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 “**Field Finance Assistant(Re-announcement) VA-104/2020 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 9.8.2020 (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.**

**Tel : 95 - 9- 409832273**

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