



**Myanmar Health Assistant Association
Vacancy Announcement (VA-149/ 2020 -MHAA-HR)**

Position Title	Township Project Coordinator
No of post	1
Project Name	Path-R
Location	Manaung
Report to	Project Officer
Application Deadline	16.11.2020

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 Project Officer, Township Project Coordinator will work primary health care activities including disease surveillance, outbreak control, nutrition promotion, health education and emergency referral.

Key Responsibilities

Project Implementation

1. Perform delivery of primary health care activities through mobile or fixed clinics in camps and villages
2. Perform disease outbreak control activities and preventive measures if needed
3. Perform nutrition promotion activities for the treatment of MAM and SAM children and multi-micronutrient supplementation for (6) month to (5) years old children and pregnant and lactating women
4. Conduct Health Education and community awareness raising sessions focusing on healthy practices and nutrition awareness with or without IEC materials
5. Conduct nutrition education to communities mainly for children, mothers, other camp and village level stakeholders



6. Assist and participate in immunization campaign activities, routine EPI activities and routine Vitamin A and Deworming activities of government health departments mainly in the areas of transportation and community mobilization
7. Facilitate and support activities for emergency refer and emergency response
8. Facilitate the transportation processes for proper supply chain process of food commodities
9. Conduct the data quality management and supply chain management
10. Fill stock book for daily receipt and usage of drugs, medical equipment, nutritional supplies, report to respective project officer and M&E officer monthly and as requested
11. Assist and collaborate Field Finance Assistant in financial documentation as the township focal for effective financial management
12. Repackaging the food commodities pack to complement the beneficiaries for the prevention of wasting for (6-59) months children, pregnant and lactation women.

Training

1. Organize the training and develop the training curriculum
2. Conduct trainings for camp-based staffs and volunteers

Coordination and Collaboration

3. Attend and participate in camp/village level, townships level and state level meetings, workshops and ceremonies as requested by project officer
4. Participate in CME sessions, trainings, regular office meetings and other coordination meetings

Reporting

1. Report advance tour program and trip plan to respective project officer in advance
2. Ensure daily activities reporting to data operator and respective THD and SHD
3. Report patient registers and nutrition registers to project officer and M&E officer monthly and as requested
4. Report Movement Orders, Diary and office attendance sheet to project officer and M&E officer, monthly and as requested
5. Report emergency cases, security related issues and events to project officer and M&E officer
6. Assist respective project officer and M&E officer in reporting activities

Skills and Requirements

- ❖ Health Assistant Certificate or B.Comm.H degree holder with nutrition related experience
- ❖ Experiences: Experiences in design and/or implementation of Communicable Diseases control program and health education activities.
- ❖ Experience in organizing, planning and implementing in training of volunteers
- ❖ Good level of written and spoken English
- ❖ Must have computer skills in MS office
- ❖ Ability to work systematically, accurately, independently and under pressure in a physically challenging environment.



Personal Qualifications:

- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy
- ❖ Good interpersonal communication skills
- ❖ 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 and Application Letter in One Attach file (Only Word File or PDF File) to Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org quoting "Township Project Coordinator (PATH_R) VA-149/2020 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 **16.11.2020 (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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