



MHAA

Myanmar Health Assistant Association (MHAA)

Vacancy Announcement

VA-144/2020-MHAA-HR

Project Title	: MHAA H.Q
Position Title	: HR Office Assistant
No: of Position	: (1) Post
Department	: Human Resources Department
Report To	: Human Resources Assistant, Human Resources Officer
Duty Station	: Yangon, Head Quarter
Application Deadline	: As Soon As Possible (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.

ID for HR Office Assistant

- * Develop staff monthly leave tracking and maintain filling system of timesheet
- * Keep update staff list monthly together with the update organogram
- * Ensure update publications, memos are disseminated to all staff on time and vacancy announcements are posted at office and public places as assigned
- * Facilitate new staff to receive full induction package, visibility supplies, office supplies and brief HR induction as assigned
- * Assist HR Assistant/HR officer in scheduling interview of recruitments
- * Assist HR Assistant/HR officer in filling of staff personal file and related HR documents at field office
- * Ensure to maintain all HR files as a registration book/ record book
- * Perform clerical duties, including, but not limited to, mailing and filing correspondence, preparing payrolls and Income Tax, H.R orientation, placing orders, and answering calls
- * Assist to Human Resource Department events when necessary and perform additional duties when required of PMU and supervisor

Skills and Requirements:

Qualification

- ❖ Proficient in MS Office.

Myanmar Health Assistant Association (MHAA), TB Hospital Road, Aung San, Insein Township, Yangon, Myanmar.

- ❖ Outstanding organizational and time-management abilities
- ❖ Excellent communication and interpersonal skills
- ❖ Problem-solving and decision-making aptitude
- ❖ Strong ethics and reliability
- ❖ BSc/BA in business administration, social studies or relevant field; further training will be a plus
- ❖ Human Resources Credentials (e.g. PHR from the HR Certification Institute)
- ❖ At least 1 years' previous experience in Similar Role.
- ❖ Proficient computer skills, Microsoft Office package.
- ❖ Excellent verbal and written communication skills in English and Burmese
- ❖ Skills in supporting staff with a variety of levels of knowledge and capabilities.

Personal Qualifications:

- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, ability to listen and diplomacy.
- ❖ Strong interpersonal and organizational skills and address conflicts as necessary.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.
- ❖ Follow the HR rules and regulations of MHAA with the direct supervision of HRA & HRO.

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 quoting “HR Office Assistant (MHAA -HQ) VA-144/2020 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 7.10.2020 (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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Tel: 95 - 9- 409832273

Email: hr.recruitment@myanmarhaa.org