



## Myanmar Health Assistant Association

### Vacancy Announcement (VA-147/2020-MHAA-HR)

<b>Position Title</b>	Township M &E Coordinator
<b>No of post</b>	1
<b>Department</b>	PATH-R
<b>Location</b>	Thandwe
<b>Report to</b>	M &E Officer
<b>Application Deadline</b>	23.10.2020

**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](http://www.myanmarhaa.org).

#### Project Summary

MHAA - **Promoting Access to Health in Rakhine State Project (PATH - R) conduct** in 7 townships – Thandwe, Gwa, Manaung, Toungup, Kyaukphyu, Ramree and Ann Township, in Rakhine State funded by Access to Health fund start in Jan 2019. MHAA PATH R project implement

for community based integrated basic health care service mainly focused on MNCH, TB, Nutrition and ASRHR (Adolescence Sexual Reproductive Health and Right) in that township.

### **Position Summary**

Under the overall supervision of the Project Manager and the direct supervision of the Project Officer and with the guidance from M&EO, the Township M&E Coordinator is responsible for effective and client-centered management of Project within Project Area.

### **Key Responsibilities**

- ❖ To participate and present HMIS Periodic Review in Monthly BHS Meeting and RHC Meeting
- ❖ To participate in joint Supervision Visits to check with primary level recording and reporting sources
- ❖ To assist Township Health Department (THD) in DHIS-2 data entry, cross-checking, and validating
- ❖ To assist in developing internal reporting database and M&E Guidelines
- ❖ To transform hard copy reporting document into soft copy reporting database regarding with project
- ❖ To give input for ensuring Community Based Health Workers are not stock-out by using monitoring tools.
- ❖ 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**

- ❖ Health Assistant Certificate or B.Comm.H degree holder (Preferably with experiences in M&E related fields)
- ❖ Good written English
- ❖ Ability to use computer program such as Microsoft Word, Excel, Power Point, Access and SPSS, Power BI
- ❖ Ability to work systematically, accurately, independently and under pressure
- ❖ Considerable knowledge and experiences of planning, implementation in related field

### **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 staffs and address conflicts as necessary
- ❖ Able to travel to field (Project Areas).
- ❖ 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 in One Attach file (Only Word File or PDF File) to Myanmar Health Assistant Association at [hr.recruitment@myanmarhaa.org](mailto:hr.recruitment@myanmarhaa.org) quoting “Township Monitoring & Evaluation Coordinator VA-147/2020 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 23.10.2020 (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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