



Myanmar Health Assistant Association (MHAA)
Vacancy Announcement
VA - 145/20-MHAA-HR

Position Title	Finance Assistant
No: of Position	(1) Post
Duty Station	Yangon Head Quarter
Report To	Finance Officer
Grade	B4
Project Name	Health & Nutrition
Application Deadline	11.10.2020

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.

Project Summary

Project Goal

Strengthening health service delivery by improving access to Health and Nutrition interventions and emergency referral support by IDPs and affected communities in Sittwe, Pauktaw, Kyauktaw, MraukU, Minbya, Myebon, Rathaedaung, Buthidaung and Maungdaw Townships in Rakhine State, in partnership with Department of Health (DOH).

Project Objectives

1. To reduce morbidity and mortality of under five children and women due to common childhood illnesses and communicable diseases such as diarrhea, ARI/Pneumonia, and others among IDPs and affected communities in target townships in Rakhine State by providing life-saving health services.
2. To reduce and prevent morbidity and mortality of under five children and women by treating acutemalnourished under children and by providing micronutrient supplementation to under five children and pregnant and lactating women.

Position Summary

Under the overall supervision of the Finance Officer, Finance Assistant will work in collaboration with Finance Officer to assist in administrative, financial management, accounting, reporting and checking tasks.

Key Responsibilities

Project Implementation

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 basis.
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. Have a proper filing system maintaining up to date documentation of expenditures, vouchers and related financial records
7. Maintain incoming and outgoing registers and circulation of memos.
8. Assist in arranging accommodation, transportation, and travel for project personnel

Administrative

1. Assist in preparing logistical arrangements for staff meetings, prepare agendas, record meeting minutes, as required;
2. Attend relevant meetings and meeting minutes.
3. Receive and screen correspondence, telephone calls and visitors
4. Assist in delivery of procured items to the implementation sites.

5. Update and check inventory list regularly.
6. Support team in transportation of goods and services.
7. Manage timely payment of administrative bills like electricity bills, phone bills, etc.
8. Keep accurate recording of office assets and update as necessary

Monitoring and Evaluation

1. Supervise the payment of monthly salaries for staff. Check salary receipts, and ensure enough funds are in the Project field Office.
2. Check and supervise that all necessary supporting documents are according to financial rules.

Coordination and Collaboration

1. Coordinate with the project offices and staffs in order to provide necessary support services related to Field Finance Assistant and Office Assistant

Reporting

1. Assist the Finance Officer in the preparation of monthly/quarterly financial reports

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 “**Finance Assistant, VA-145/20 MHAA-HR (Health & Nutrition Project)**” 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 11.10.2020 (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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Email: hr.recruitment@myanmarhaa.org