



**Myanmar Health Assistant Association (MHAA)
Vacancy Announcement
(VA -140/20 -MHAA-HR)**

Project Title (REAL)	: “Reaching Equitable Access to health through Local-empowerment Project
Position Title	: Field Finance Assistant
No: of Position	: (1) Post
Report to	: Finance Officer
Grade	: B2
Duty Station	: Bhamo, Kachin State
Closing Date	: 30.9.2020

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 Summary

With the support of Access to Health Fund, MHAA conduct “**Reaching Equitable Access to health through Local-empowerment Project (REAL)**” in 17 townships of Kachin, Shan_East and Sagaing State/Region to support the activities of community based integrated basic health care services mainly focused on **MNCH, Nutrition ,TB and Malaria.**

Position Summary

Under the overall supervision of the **Project Manager** and the direct supervision of the **Project Officer** and with the guidance from colleagues in Yangon, the Field Finance Assistant is responsible for effective and compliance-centered management of **REAL Project** within Project Area.

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 loge incoming post and recording outgoing post.
10. Assist Township Project Coordinator 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 FO/FA.

Skills and Requirements

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

Personal Qualifications:

- Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy
- 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 (Only Word File or PDF File), Application Letter and copies of educational certificates to Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org quoting “**Field Finance Assistant VA-140/2020 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 30.9.2020 (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.

HR Unit
Myanmar Health Assistant Association (MHAA)
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