



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT # 055-2025
25-June-2025

Sun Community Health (“SCH”) is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff and representatives of our contractor (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Job Title	: Mobile Medical Assistant
Report to	: Mobile Team Leader/ Regional Manager
Job/ Role Grade	: SA3
Require Position	: “2”
Contract Type	: Service Agreement
Unit/ Office	: Upper Myanmar Regional Office
Assigned Area	: Southern Shan State

JOB SUMMARY:

Mobile Medical Assistant is to engage in all mobile team activities.

DUTIES & RESPONSIBILITIES:

The key responsibilities of **Mobile Medical Assistant** include:

- Assist Mobile Team Leader for planning and implementing mobile team activities in accordance with approved work plan and to achieve the targeted number of assigned projects.
- Assist Mobile Team Leader to provide SRHR, MNCH, GBV according to guidelines and in line with project objective.
- Assist Mobile Team Leader for project consumption of necessary stocks as per mobile team schedules on monthly basis.
- Assist Mobile Team Leader to organize quarterly review meetings in respective project township and participate in the project review meetings if necessary.



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- Assist Mobile Team Leader for reporting and recording.
- Supervise Mobile Data Assistant in instrument processing, health care waste and disposal management process and data recording process.
- Conduct health education session together with Mobile Data Assistant.
- Take main responsibility for provision of counselling services for SRHR, MNCH and GBV.
- Perform any other additional duties as required.

QUALIFICATIONS AND EXPERIENCE

- Must hold B.N.Sc and valid nursing license.
- Preferably relevant work experiences for 2 years.
- Competent in computer skill (Microsoft excel, Microsoft office, Microsoft power-point, etc.)

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Two” referees, including your last employment for reference check), copies of Qualification Documents and National ID as per following “APPLY LINK”, not later than on the evening of **2 July 2025 (Wednesday)**.

SCH National Mandalay Office: No. (B 36), 65th B Street, between 65th * 66th Street, 103rd * 104th Street, Chan Mya Tharzi Township, Mandalay.

(Apply Link: <https://smrtr.io/s2rnb>)

“SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDs status and disability.”

Only short-listed candidates will be invited for relevant tests and/or personal interviews.