



Korea Foundation for International Healthcare Dr LEE Jong-wook Memorial Fund

Title: Administrative Assistant

No. of Position: 1 Post

Duty Station: KOFIH Myanmar Office, Yangon in Nordic House Compound on Pyay Rd.

Reports to: Country Representative, Liaison Manager and Communication officer of KOFIH Myanmar

Duration of Assignment: Renewable based on performance

Start date: Immediate

Application Deadline: 17th May, 2024

About KOFIH www.kofih.org

Korea Foundation for International Healthcare (KOFIH) is a Governmental Bilateral Health ODA Agency for Global Health Development under the Ministry of Health and Welfare of the Republic of Korea. It was established in 2006 to contribute to promoting international cooperation and realizing humanitarianism by implementing healthcare assistance programs for developing countries, North Korea, overseas Koreans, and immigrant workers in Korea.

KOFIH started Dr LEE Jong-wook Fellowship Program in 2007 as an educational initiative, aiming at “strengthening the capacity of healthcare providers of 29 partner countries.” It features country-specific training strategies, customized invitational training for individual trainees, and training modules to ensure sustainable education including pre-training and post-management. Based on the successful implementation of the invitational training for healthcare workers in Korea, KOFIH has launched Dr LEE Jong-wook Fellowship Program for Graduate Degrees (Master’s Degree) in Myanmar, which could contribute to the healthcare development in Myanmar.

KOFIH has been working in Myanmar since June 2008, initially supporting emergency response by dispatching medical support teams to communities affected by Cyclone Nargis. Thereafter, the First Korea-Myanmar Joint Committee for Economic Cooperation was held in Naypyidaw, Myanmar on June 19, 2013, and a follow-up bilateral agreement was signed between the two governments titled “Health System and Capacity-building Cooperation.”

KOFIH has been implementing a project to strengthen the primary health care system in Hlegu Township in the Yangon Region with the Ministry of Health (MOH) of Myanmar since 2014. Based on the successful implementation of the project in Hlegu township, it has extended its project to three townships in the Northern District of Yangon Region, such as Hmawbi, Taikkyi, and Htantabin township, which is a six-year development project starting from 2020 to 2026. KOFIH’s project encompasses the full range of primary health care activities from maternal and child/reproductive health, communicable disease control, to non-communicable disease prevention efforts and so on.

SCOPE OF WORK

The Administrative Assistant will be accountable for planning, implementing and monitoring of Dr LEE Jong-wook Fellowship Program, including the invitational training program, KOFIH Global Alumni program, and Graduate Degrees program while supporting the administrative tasks in KOFIH Myanmar Office. The Assistant will be required to oversee all finances, administrative, and management of the Program. The incumbent will work closely with her/his supervisor (Country Representative, Liaison Manager and Communication officer of the KOFIH Myanmar) and stakeholders from the central/regional/district/township government to drive the project forward.

RESPONSIBILITIES

- Closely communicate with the department of Dr LEE Jong-wook School, KOFIH Headquarter (Seoul), to ensure the implementation of the program cycle (Invitational Training Program, KGA Program, and Graduate Degrees Program) in accordance with the timeframe;
- Coordinate and collaborate with the Ministry of Health to keep track of the progress being made, following the operation plan for Dr LEE Jong-wook Fellowship Program and other projects;
- Understand the program flow of the invitational training program and support all the necessary tasks at the pre-training stage, such as conducting a demand survey for the following year, collecting application forms from candidates, providing support for visa issuance for the selected candidates, etc.;
- Understand the program flow of the invitational training program and support all the necessary tasks at the post-training stage, such as conducting a post-evaluation (E-mail surveys), supporting and monitoring a post-training program(a fellow workshop, academic advisor workshop, or guest lecture) which will be conducted in Myanmar, held by the Department of Dr LEE Jong-wook Fellowship, KOFIH Headquarter, and medical advisors;
- Support planning, implementation, and monitoring of the KGA program, which facilitates networking among KOFIH fellows and supports their activities and medical campaigns according to the guideline set by the Department of Dr LEE Jong-wook Fellowship;
- Understand the program flow of Dr LEE Jong-wook Fellowship Program for Graduate Degrees and support all the necessary tasks, such as application forms from candidates, providing support for visa issuance for the selected candidates, etc.;
- Utilize and manage the SNS and the website, the integrated online platform for Dr LEE Jong-wook Fellowship training program, called IMSOHIT(Integrated Management System Of Healthcare Invitational Training) (<https://imsohit.kofih.org>);
- Build and maintain relationships with key technical managers and decision-makers in the government, different ministries, and local authorities. Act as a key focal point.
- Draw up official letters to the Ministry of Health if necessary;
- Support administrative activities of KOFIH Myanmar Office including joint-field trips with national and international staff; * details will be confirmed after recruitment
- Provide weekly update reports (including collected data, meeting minutes and key achievements for the week);
- Provide support for administrative tasks in the office;
- Keep closely working with all coordinators and finance officers; Liaison Manager.

- Intermediate between the other local partners, including local and international NGOs, implementing partners, and other development sector stakeholders;
- Cooperate and be of assistance to staff and visitors – assist in troubleshooting potential problems during daily business;
- Undertake field assignments as assigned;
- Other duties as assigned.

QUALIFICATIONS

- A Myanmar National
- Able to travel to program sites (within Myanmar or other countries) with short notice.
- Good English and Korean language skills, communication and reporting skills.
 - Experience in translation and interpreting (English-Korean) preferred
- Working experience in the field of development cooperation, such as international organizations, NGOs, and bilateral development agencies, will be given preference.
- Ability to adjust in new environment and work
- Ability to work with local authorities, volunteers, and the stakeholders
- Computer literacy (Word, Excel, Power Point) in Burmese, Korean and English
- Attitude – willingness to learn

Please submit a Cover Letter, Curriculum Vitae, and all relevant supporting documents. Please write a contact number of your previous employer as a referee. The application will be accepted by e-mail at **myanmar@kofih.org** or by delivery to the KOFIH Office till 17th of May 2024 at the Following address:

Korea Foundation for International Healthcare (KOFIH Myanmar)
No.3, Nordic House, Pyay Rd.,
Hlaing Township, Yangon, Myanmar

Only short-listed candidates will be contacted.