Myanmar Health Assistant Association 
Vacancy Announcement 
(VA -027/2024 MHAA-HR)

<table>
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<tr>
<th>Position Title</th>
<th>Project Officer</th>
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<td>No of post</td>
<td>1 Post</td>
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<tr>
<td>Department/Project</td>
<td>Integrated Health and Nutrition Project</td>
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<tr>
<td>Location</td>
<td>Magway Township, Magway Region</td>
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<td>Report to</td>
<td>Project Manager</td>
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<td>Grade</td>
<td>D1</td>
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<td>Application Deadline</td>
<td>15 March 2024 (ASAP)</td>
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Myanmar Health Assistant Association (MHAA) is organized with Health assistants and is a national association of public health professionals devoting towards accessible and equitable quality public health services through health promotion, prevention and control of diseases. MHAA stands as a united, independent organization earning public trust and international recognition. MHAA works in Myanmar to execute health programs that focus on strengthening and enhancing community access to coordinated, effective, and comprehensive health care services. MHAA is actively implementing programs in 89 townships of Myanmar in the areas of disease control, RMNCHN, WASH and emergency response. Accountability, respect for human dignity, empathy, non-discrimination, integrity, and professionalism are among the MHAA’s core values. Please visit www.myanmarhaa.org to learn more about the MHAA.

**Position Summary**

Under the supervision of the Project Manager, Project Officer is responsible for overall management of planning and implementation including work-plan, log-
frame and budget, coordination in assigned project township areas and collaboration with Central Program Manager, PMU, Donor Agencies, Authorities and other implementing partners and leading the project activities for MHAA H&N (Mgy and Sag) Project.

**Specific Duties and Responsibilities**

The post holder will have to:

**Project Implementation**

- Oversee the planning and execution of project activities, including health and nutrition awareness sessions, IYCF counseling, MUAC screening, emergency referral support, community case management and mobile clinic operations.
- Conduct any necessary actions required for project activities under the project frame.
- Supervise and conduct Health and Nutrition awareness raising sessions and IYCF counselling sessions.
- Support the organizing and execution of mobile clinic activities to provide essential health services to underserved communities.
- Support community-based case management activities, particularly focusing on diarrheal diseases and suspected pneumonia among children under five (U5).
- Manage emergency referral support services in accordance with referral support protocol
- Manage the distribution and inventory of health and nutrition supplies.
- Supervise his/her team members in their day-to-day activities and provide the necessary support
- Conduct quarterly monitoring and supervision visits to other project townships and support as necessary
- Represent as a focal in NW Cluster meeting in the absence of Project Manager
- Additional health and nutrition activities identified and proposed by MHAA or donor.
Management
❖ Manage the Project Coordinator for proper implementation
❖ Supervise the Project Coordinator in managing the volunteers, Health Promotors & Office Assistant.
❖ Collect community voices, issues, needs and success stories done by Project Coordinator to suggest and facilitate for future plan.

Work Plan
❖ Develop own annual and monthly work plan to meet the program objectives by discussing with the team or Project Coordinator.
❖ Review the work plan of each team member and guide to adapt/adjust as necessary

Training
❖ Assist in preparing project-related training and facilitate role as needed.
❖ Provide technical support and guidance to field staff on MNCH and Nutrition interventions.

Monitoring and Evaluation
❖ Organize, assist and participate in review and evaluation meetings.
❖ Review monthly and quarterly programmatic reports from Project Coordinator related with project’s indicator.

Coordination and Collaboration
❖ Collaborate with other project team members and stakeholders to ensure integrated and comprehensive service delivery.
❖ Taking the leading role in organizing and mobilizing for project activities within his/her as assigned townships.
❖ Participate and facilitate in donor’ visiting to project sites according to needs.

Reporting
❖ Submit update information, monthly and quarterly reports in a timely manner.
❖ Stay updated on relevant developments, best practices, and challenges in the field of health and nutrition.
❖ Report advance tour program and trip plan to Project Manager in advance.
❖ Report emergency cases, security related issues and events to Project Manager.
❖ Assist to Project Manager in regular progress reporting activities.
❖ Prepare, check and assist in financial reporting according to MHAA SOPs.

**Skill and Requirement**

❖ Bachelor degree related to Health with at least 2 years experiences in Program field.
❖ Experience in organizing, planning and implementing, preferably in health (MNCH) and Nutrition programs.
❖ Good understanding of Maternal, Newborn, and Child Health (MNCH) and Nutrition interventions, as well as emergency referral support.
❖ Experience in training facilitation and capacity-building activities.
❖ Good level of written and spoken English.
❖ Must have computer skills in MS office.
❖ Ability to work systematically, accurately, independently and under pressure in a physically challenging environment.
❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy
❖ Good interpersonal communication skills
❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.

**Application Instructions**

Candidates should submit their application, including their curriculum vitae and application letter, in one attached file (either Word or PDF file), to the Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org, quoting "Project Officer VA-027/2024 MHAA-HR" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **March 15, 2024** Myanmar time.

- 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 opportunity employer. We welcome applications from all qualified candidates, regardless of race, ethnic origin, religion, age, gender, sexual orientation, or disability. MHAA has a zero-tolerance policy on fraud and corruption, sexual exploitation, harassment, and abuse, and expects the commitment of its employees to the MHAA Code of Conduct including child protection.