Myanmar Health Assistant Association  
Vacancy Announcement  
(VA -028/2024 MHAA-HR)

<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
<th>Project Coordinator</th>
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</thead>
<tbody>
<tr>
<td><strong>No of post</strong></td>
<td>2 Posts</td>
</tr>
<tr>
<td><strong>Department/Project</strong></td>
<td>End TB Project</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Yedashe and Pantanaw Townships, Bago Region.</td>
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<td><strong>Report to</strong></td>
<td>Project Manager</td>
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<td><strong>Grade</strong></td>
<td>C2</td>
</tr>
<tr>
<td><strong>Application Deadline</strong></td>
<td>19 March 2024 (ASAP)</td>
</tr>
</tbody>
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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](http://www.myanmarhaa.org) to learn more about the MHAA.

**Position Summary**

Under the overall guidance of the Project Manager, Project Coordinator will be responsible for assisting Project Manager in proper implementation of TB control activities. He/ She will be implementer of the project activities and, will supervise and facilitate community volunteers.
Specific Duties and Responsibilities

Project Implementation

❖ Assist Project Manager for proper implementation of project activities, capacity building training of volunteers and project planning workshop with township health staffs, community and local authority.
❖ Take responsibilities to maintain and control office assets.
❖ Maintain project related documents (e.g.: Work Plan, Advance Tour program, Travel approval, Monthly Reports and other office documents under the project frame)
❖ Facilitate project activities and supervise volunteers, identifying issues and opportunities and provide necessary action for maximizing the effectiveness
❖ Conduct community mobilization and health education for project related activities
❖ Provide suggestion and facilitate necessary actions to project officer for current activities
❖ Undertake any necessary actions required for project activities under the project frame
❖ To supervise and assist in cash supporting to TB patients through WFP project.
❖ Good level of English, both written and spoken.

Work Plan

❖ Develop own monthly, quarterly and annual work plan to meet the program objectives by discussing with the Project Manager.

Monitoring and Evaluation

❖ Assist Project Manager for evaluation of project.

Coordination and Collaboration

❖ Network and coordinate with Township Health Department, Community, local authorities and other implementing partners for project activities.
❖ Taking the leading role in organizing and mobilizing for project activities within his/her assign townships.

Reporting

❖ Submit update information, monthly and quarterly reports in a timely manner to the Project Manager.
**Skill and Requirement**

- Health related bachelor degree holder (or) Health Assistant Certificate (or) B.Comm.H degree holder (or) relevant background qualification.
- Preferred with at least 1 year of experience.
- Experience in organizing, planning and implementing in training of volunteers.
- Good level of written and spoken English.
- Able to travel to field (Project Areas).
- 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 and diplomacy.
- 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 Coordinator VA-028/2024 MHAA-HR” and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is March 19, 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.

**HR Unit**

Myanmar Health Assistant Association (MHAA)
TB Hospital Road, Aung San, Insein Township, Yangon, Myanmar. Phone: (+95) 9409832273
Email: hr.recruitment@myanmarhaa.org

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.