



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 057/2024 MHAA-HR)**

Position Title	Clinic Helper
No of post	1 Post
Department/Project	Community Participation towards Universal Access to TB/ MDR-TB Project
Location	Hlaingtharyar Township, Yangon Region.
Report to	Medical Officer
Grade	A2
Application Deadline	24 May 2024 (ASAP)

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.

Duties and Responsibilities

- ❖ Responsible for welcoming and assisting clinic patients and visitors
- ❖ To record routine information from patients such as weight, height, blood pressure, temperature and etc.

- ❖ To prepare patient files by obtaining personal and health information
- ❖ To maintain patient data records for financial claim and monitoring purpose by copying and keeping patients' Tx book, x-ray forms and sputum examination forms
- ❖ To Promote patient safety and satisfying by maintaining a clean and hygienic environment
- ❖ To mediate between patients and healthcare providers for good services providing
- ❖ To Guide patients through the clinic's various facilities and procedures
- ❖ To provide Travel allowance to patients in line with project TA SOP and guideline
- ❖ To support to Nurse and Project coordinators for case holding and follow up for patient's treatment initiation
- ❖ To responsible for data entry all clinic patient's information in project database and report to medical officer weekly
- ❖ To Keep an inventory of office supplies and order new materials as needed
- ❖ To assist to project coordinator for timely monthly payment of administrative bills like electricity bills, phone bills, etc.
- ❖ Undertake any other relevant tasks as delegated by Supervisors.

Skill and Requirement

- ❖ Bachelor Degree (Preferable) or Matriculation certificate will be acceptable.
- ❖ Training from medical-related faculties (preferred). (e.g., Nurse aid training, Pharmacist training, etc.)
- ❖ Must have basic computer skill and familiar with using electronic devices such as phone, tablets, computer, printer and scanners.
- ❖ Ability to record patient's information and data entry in database, monitor and report to medical officers.
- ❖ Language- English (Basic) & Myanmar (Proficiency).
- ❖ 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 and know local context.
- ❖ Strong interpersonal and organizational skills and address conflicts as necessary.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy

Application Instruction

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 " **Clinic Helper VA-057/2024 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **May 24, 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)

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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.