



**Vacancy Notice:** 011-FY24/MATA/AIS-Vacancy  
**Issue Date:** 15<sup>th</sup> May 2024  
**Designation Post/Title:** X-ray Technician for MATA HIV/TB AIS Project.  
**Number of Post:** 1 post  
**Duty station:** Yangon Region

**Closing Date** 26<sup>th</sup> May 2024 before 5:00 PM.  
**Resuming duty:** As soon as possible  
**Accountable to:** (1) President MATA  
(2) Program Manager, MATA HIV/TB AIS Project.

**Required Qualifications: Experiences and Preferences**

- Must have a valid X-Ray technician license approved by the Ministry of Health (MOH).
  - Preferably relevant work experiences for (2) years in health sector.
  - Must have good communication skill and able to work with a wide range of local stakeholders
  - Must be enthusiastic, energetic and able to work with part-time shift system.
  - Must be in good health.
  - Have flexible and an empathetic attitude and team spirit.
  - Able to work in a multicultural context.
  - Have strong interpersonal skills.
  - Able to work under pressure.
  - Have computer skills in Microsoft Word, Excel, and Power-Point.
- **Main roles and responsibilities of X-ray Technician**
- Ensure to get good quality X-Rays in accordance with national quality standards.
  - Take main responsibility for maintenance of X-Ray machines and accessories.
  - Estimate and prepare adequate stock of all essential items and other necessary stock requirements on a monthly basis and report to Medical Officer and Project Officer.
  - Assist Medical Doctor to project stock consumption and necessary stocks in monthly basis and report to Medical Officer and Project Officer.
  - Assist to Medical Officer for reporting and recording.
  - Participate in meeting & training related to X-ray services.
  - Perform mobile team activities (fixed clinics/ community) mainly.
  - Follow HR rules and regulations of MATA HIV/TB AIS project with the direct supervision of Medical Doctor and Project Officer.
  - Undertake any other duties assigned by Program Manager.
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**How to apply:**

*MATA is holding the non-discrimination policy and all the interested professional candidates are appreciated welcome. In submission package must be mentioned and attached*

1. **Myanmar Anti-TB Association Vacancy Application Form (attached)**
2. **Professional Curriculum Vitae** (*which can reflect mentioned at the above the working experience and background educational background and*), together with
3. **Two professional references**, and to
  - (a) Mention in Subject [011-FY24/MATA/AIS-Vacancy] [matahivtbais@gmail.com](mailto:matahivtbais@gmail.com) via email address

**OR**

- (b) Hard copy to

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**Myanmar Anti-TB Association.**

**No.291, First Floor, Yarzathingyan 8<sup>th</sup> Street, 11<sup>th</sup> Ward, Southokkalapa Township, Yangon.**

***Note: Only short-listed candidates will be notified for interview.***

***MATA is not obliged to return the received applications.***

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**Myanmar Anti-TB Association (MATA)**  
**MATA HIV/TB AIS Project**

# Vacancy Application form

**(A) Vacancy Particulars**

- 1 Vacancy Notice Number
- 2 Date of Issued
- 3 Position Apply for
- 4 Project Name

	Photo

**(B) Applicant's Personnel Data**

- 1 Name
- 2 Date of Birth
- 3 Father's name
- 4 Nationality
- 5 N.R.C number
- 6 Contact number
- 7 E-mail address
- 8 Permanent Address
- 9 Contact Address


**11 Educational Background**

<b>No.</b>	<b>Institution</b>	<b>Year</b>	<b>Level of Qualification</b> <i>(Degree / Diploma / Certificate)</i>	<b>Place</b>	<b>Specialized Subject</b>
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a.					
b.					
c.					
d.					
e.					

**(C) Previous Experiences/ Exposures (Starting from most recent period)**

1. 1 Job / Designation (Recent)

1. 2 Department / Organization

1. 3 Period

1. 4 Duration

1. 5 Duties and Responsibilities

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2. 1 Job / Designation (Previous)

2. 2 Department / Organization

2. 3 Period

2. 4 Duration

2. 5 Duties and Responsibilities

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3. 1 Job / Designation (Previous)

3. 2 Department / Organization

3. 3 Period

3. 4 Duration

3. 5 Duties and Responsibilities

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**(D) Name of the Professional Referees**

	<i>Referee 1</i>	<i>Referee 2</i>
Name		
Title		
Employer		
Address		
Phone		
E-mail		

**(E) Motivational letter to apply for the position.**

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Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature	Date
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- Note:
- Lists of Documents to be photo copied and attached
- (1) Myanmar Anti-TB Association Vacancy Application Form*
  - (2) Professional Detail Curriculum Vitae form*
  - (3) Documents certified above mentioned facts and data*
  - (4) Copy of National Registration Card*
  - (5) Copy of Household Chart (form 66/D)*

