



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT # 016-2025

11 April 2025

Sun Community Health (“SCH”) is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff and representatives of our contractor (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Job Title	: Mobile Data Assistant
Report to	: Team Leader
Require Position	: “3”
Contract Type	: Service Agreement
Duration	: 3 months and extendable
Assign Area	: Mandalay, Taunggyi and Sagaing

JOB SUMMARY:

Mobile Data Assistant involves in patient registration and records, provided confidential counseling and health education, supported orderly service delivery, and contributed to follow-up tracking and program improvement through feedback collection.

The contract type is Service Agreement and the duration is 3 months and extendable.

KEY RESPONSIBILITIES:

The key responsibilities of **Mobile Data Assistant** include:

- Register patients, manage intake documentation, and ensure accurate client records.
- Provide confidential counseling on topics such as HIV, mental health, and reproductive health.
- Deliver key health messages during waiting times or group sessions.
- Maintain a respectful and confidential approach to all clients and sensitive information.



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- Assist in crowd control and organize orderly distribution of humanitarian items.
- Facilitate follow-up tracking for chronic care or psychosocial cases identified during mobile visits.
- Compile client feedback and session reports to inform program improvements.

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Two” referees, including your last employment for reference check), copies of Qualification Documents and National ID as per following “APPLY LINK” and/or Apply Email not later than on the evening of **21 April 2025 (Monday)**.

SCH Mandalay Regional Office: No. (B 36), 65th B Street, between 65th * 66th Street, 103rd * 104th Street, Chan Mya Tharzi Township, Mandalay.

(Apply Link: <https://smrtr.io/qKHBB>)

“SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDs status and disability.”

Only short-listed candidates will be invited for relevant tests and/or personal interviews.