



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT # 024-2025

2 May 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	: “1”
Contract Type	: Service Agreement
Duration	: 3 months and extendable
Assign Area	: Yangon based travel to Bago Region

JOB SUMMARY:

The Mobile Data Assistant is intended to support community-based healthcare delivery by providing confidential counselling, facilitating patient intake and education, organizing mobile clinic flow, and ensuring client-cantered follow-up and feedback mechanisms. This role is critical in promoting trust, accurate health communication, and continuity of care within humanitarian outreach services.

The contract type is Service Agreement and the duration is 3 months and extendable. The assigned area is **Yangon based travel to Bago Region**.

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.
- Assist in crowd control and organize orderly distribution of humanitarian items.



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- Facilitate follow-up tracking for chronic care or psychosocial cases identified during mobile visits.
- Compile client feedback and session reports to inform program improvements.

QUALIFICATIONS AND EXPERIENCE

- Certificate or diploma in counseling, social work, community health, or related field.
- Minimum of 1–2 years' experience in client-facing roles within health, social services, or humanitarian contexts.
- Training in basic counseling, HIV awareness, or psychosocial support is highly desirable.
- Familiarity with health education approaches and client confidentiality principles.
- Willingness to work in field settings and under flexible or emergency schedules.

CORE COMPETENCIES

- Health education and communication abilities, suited for group and one-on-one sessions.
- Organizational skills for patient registration, documentation, and orderly flow of services.
- Cultural sensitivity and discretion, especially when handling sensitive health topics.
- Basic data management and reporting, including client intake and session summaries.
- Interpersonal and crowd management skills, especially in high-volume mobile clinics.
- Follow-up and referral tracking to support ongoing care for vulnerable clients.

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 **9 May 2025 (Friday)**.

SCH Yangon Regional Office: No. 3/1, Kant Kaw Myaing Street, Ward 8, Yankin Township, Yangon.

(Apply Link: <https://smrtr.io/r3tws>)

“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.