



HPA Recruitment Advertising for Humanitarian Assistant Officer Post

Position: Humanitarian Assistant Officer (1 person)

Location: Bases in Waingmaw Township, Kachin State

Report to: Coordinator and Manager

Organization Background:

Health Poverty Action was founded in 1984 and is an international NGO working on health and its social determinants with headquarters in London. Our vision is a world in which the poorest and most marginalized enjoy their right to health. We work with some of the poorest and most marginalized communities in Africa, Asia and Latin America, often in very difficult environments and fragile states. HPA works to enable these communities to achieve both immediate and long-term improvements to their health, promoting the realization of "everybody has access to primary health care service". Our work in Myanmar mainly includes maternal and child health care, expanded programme of immunization, community health education, prevention and treatment of infectious diseases, WASH and humanitarian assistance etc.

Job Purpose:

Responsible to humanitarian related community resilience and agriculture development activity implement for target project area, including organizing training to community partners and village base activities conducting.

Job description:

- 1) After full understanding of the project community and careful study of the technical guidelines produced by WHO, UNICEF, the ministry of health, and the HPA humanitarian program, adapt the guidelines for the adoption of appropriate community resilience and agriculture development.
- 2) Contribute to the development of annual and quarterly work plans for the implementation area, ensuring alignment with the program proposal and local community needs.
- 3) Cooperating with the related authority to train local humanitarian staff and community resilience and development volunteers or conduct training with the help of external consultants, senior humanitarian officers, etc.
- 4) Assist in supervising and monitoring project activities to ensure quality implementation and progress toward achieving program indicators and objectives.
- 5) Participate in humanitarian project related data collection, data entry and keeping proper

records and analyzing the information.

- 6) Coordinate and maintain close working relationship with humanitarian-related officials from local authorities/ departments
- 7) Conduct case studies and document beneficiary stories quarterly, sharing these insights within HPA and/or with the broader NGO community.
- 8) Prepare and submit comprehensive progress reports on a monthly, quarterly, and annual basis for all humanitarian-related activities.
- 9) Manage project funds and materials responsibly, following HPA rules.
- 10) Reasonable tasks assigned by the line supervisor/ manager.

Essential qualifications:

1. Diploma in humanitarian, community development, agriculture, or other related major.
2. Proficient skill in basic office software using and network operation.
3. Humanitarian, community development, or agriculture related work experience.

Preferable qualities

1. Good communication skills and organizing ability.
2. Willing to work in remote, ethnic areas.
3. Proficiency in 2 languages of Kachin, Burmese and English.

Benefit package

1. Pension, medical insurance, hardship allowance and other allowances as per organization policy
2. 15 days of annual leave
3. Accident insurance

PSEA Clause

HPA has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. 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 joining the organization must ensure that they understand and act in accordance with this clause.

Notice Deadline:

Open until filled If you are interested, please send your resume (with a photo attached) to tian.yanghui@healthpovertyaction.org and hreapo@healthpovertyaction.org. Please indicate the specific position applying for in the email subject. Only shortlisted candidates will be interviewed. HPA will not inform those who are not invited for interview.