

**AMDA Myanmar Country Office**

No.483, 8A, Aye Yeik Thar Condo,  
Aye Yeik Thar 2 St, Bahan Township,  
Yangon, Myanmar

Tel. +95 94 5333 6814 e-mail: [amda.myanmar@gmail.com](mailto:amda.myanmar@gmail.com)

Date: 13 June 2025

VA/MGY/25/001

**VACANCY ANNOUNCEMENT**

|   |  |
|---|--|
| Position                                | Health Project Officer (HPO)   |
| Number of Position                      | 1  |
| Duty Station                            | Mongyai Township, Tangyan district, Northern Shan State  |
| Reporting to                            | Project Coordinator (overall) and Health Programme Officer (Technical side)  |
| Travel Requirement                      | Field Office (60%) and Travels to Project Areas (40%)  |
| Contract Type                           | Project-Based Contract with initial 3-month probation  |
| Contract Duration                       | From June 2025 to February 2026  |
| Benefits and Allowances:                | Competitive Salary with Employee Compensation Packages (health care insurance, all public holidays & paid leaves, travel and communication allowances)   |
| Application Period                      | From 13 June 2025 to 24 June 2025, 5 pm  |
| Submission of your application          | <p>Interested candidates are invited to submit the following documents by email <a href="mailto:amda.myanmar@gmail.com">amda.myanmar@gmail.com</a>, citing 'HPO in Mongyai' in the subject or by delivery to AMDA Myanmar 483,8A Aye Yeik Thar Condo, Aye Yeik Thar 2st, Bahan Township, Yangon (or) AMDA Myanmar Mongyai office No. (150), Pyi Daung Su Road, Ward 3, Mongyai.</p> <ol style="list-style-type: none"><li>1) Covering letter in English (please state expected salary)</li><li>2) Detail Curriculum Vitae in English with a recent passport-size photograph, and two referees addressed</li><li>3) A copy of a valid motorbike license</li><li>4) Copies of education certificates, any other relevant certificates or qualification evidence</li></ol> <ul style="list-style-type: none"><li>- The documents sent will not be returned to an applicant.</li><li>- Only the shortlisted will be contacted for an online interview.</li></ul> |
| For further information, please contact | <a href="mailto:amda.myanmar@gmail.com">amda.myanmar@gmail.com</a>   |

**AMDA (Association of Medical Doctors of Asia)** is a non-profit, non-governmental, non-political organization formally established in 1984 in Japan. AMDA Myanmar is one of the very few international NGOs that started its project in the late 1990's and successfully signed a Memorandum of Understanding with the Ministry of Health in December 1996. We first started the health development project in Meiktila, Mandalay and for more than 25 years, we have been



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continuing to work for the most vulnerable people in the field of public health in the rural areas mainly in Mandalay and Magway of the Central Dry Zone and Shan state including the Kokang Self-Administered Zone up until now. The projects have been implemented in partnership with the Ministry of Health of Myanmar, with the support of private donations, the Ministry of Foreign Affairs of Japan, the Japan International Cooperation Agency (JICA), UN agencies, and other prominent global partners.

### Background of the Project

AMDA Myanmar is starting the 'Maternal and child health improvement project in the mountainous area of Mongyai Township in northern Shan State' (MCH III), funded by the Ministry of Foreign Affairs of Japan (MOFA), aiming to improve maternal and child health in the 30 villages of Mongyai Township in Northern Shan State. The MCH III trains community health volunteers who play a key role in reaching the target mothers and children and disseminating advice and information for them to improve their nutritional and hygiene status. The Project will also facilitate toilet construction to promote a hygienic environment and support the community and public health service providers to develop their cooperation.

### Main duties and responsibilities

The Health Project Officer (HPO) is responsible for technical support to ensure the AMDA field team, consisting of the Community Development Facilitator Team Leader (CDF-TL) and CDF implements field activities and provides high-quality services for beneficiaries. The main tasks include health training modules/material development with training guidelines, implementation of training of trainers (TOT) for AMDA staff, monitoring and reporting for successful implementation of the MCH Project in all the target villages, and supervision for the AMDA field team. The HPO, based in the field office, works with regular communication with the health program officer in the country office in Yangon and receives technical support from him/her.

*The HPO is required to have a strong knowledge of maternal and child health in rural areas and good experience of training development and PMER.*

### 1. Field Health Activity Management

- To develop modules/ user-friendly materials and trainers' manuals with special attention to maternal and child health including nutrition and hygiene
- To design and conduct TOT for the AMDA field team
- To support the AMDA field team in making a plan for field health activities to ensure the tasks are carried out efficiently and effectively

### 2. Monitoring, Reviewing and Reporting

- To monitor the field activities and provide technical and coordination advice on better outputs for the AMDA field team
- To monitor the project progress against the plan and to support the AMDA field team to review

the plan

- To prepare the quality reports in English, finalize and submit them to the line manager on the agreed schedule. Monthly Progress reports, Activity Data reports and reports for the donor are among them

### **3. Data Management**

- To develop a series of questionnaires/survey sheets for the required data collection (baseline survey, follow-up survey, and other relevant surveys) and data collection manuals
- To make survey plan and train data collectors to ensure quality/quantity data collected properly
- To be responsible for data entry, cleaning, analysis, and storage
- To produce survey reports

### **4. Coordination and Communication**

- To coordinate the field activities with relevant stakeholders;
- To develop good relationships with concerned local authorities, aid agencies, I/NGOs, and other relevant organizations or individuals

### **5. Other tasks**

- To complete other tasks than above mentioned matters given by the line manager

### **Knowledge, skills, and abilities:**

- Good knowledge of community health with special attention of maternal and child health in rural areas
- Good knowledge and strong experiences in the development of community-based health training, the IEC, and related health materials/modules
- Good experience of health-related data collection and management
- Good experience of field activity management in rural areas
- Excellent communication skills with key stakeholders
- Able to work together with vulnerable members of the community sensibly, respecting their ownership
- Having a good understanding of community-based approach and ability to use the technique;
- Capable to supervise the CDF team properly and support them.
- Highly motivated, with a constructive and engaging attitude;
- Able and flexible to understand the cultural, and health environment and work with the communities
- Have the ability and motivation to travel and work long continuous days in remote villages in the Project site.
- Confident and cooperative, even under pressure
- Have strong interpersonal skills, keen to develop strengths and improve weaknesses of his/herself



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- Demonstrate to commitment to AMDA Myanmar's core values.

### **Education Background**

- University degree in public health or relevant subjects (please submit a copy of the relevant document)

### **Work Experiences**

- Minimum three years of professional working experience in project management, preferably in the NGO/INGO sector.

### **IT skills**

- Proficiency in MS Office Applications (Word, Excel, PowerPoint)

### **Language**

- Proficiency in Myanmar in both writing and speaking
- Good proficiency in the Shan language is an asset
- Excellent English language skills, both oral and written.
- Proficiency (oral and written) in the local language (Shan and/or Palaung) is a great asset.

### **Vehicle**

- Valid motorbike driving license (please submit a copy of the license)

**AMDA Myanmar is an organization that has zero tolerance towards sexual exploitation and abuse and is committed to safeguarding children and vulnerable adults from harm. All AMDA staff are expected to comply with the PSEA policy.**