



KBC Social Mission
No. 396/D, Bogyoke Aung San Road, Lanmadaw Township, Yangon.

KBC Social Mission has been serving the community in various development and social sector with the ultimate vision of building “Community with Social Justice”. KBCSM values gender equality and inclusion regardless of religious background, ethnicity and races. In addition, KBCSM works to ensure the safety of the beneficiaries and its staff. Thus, the organization practices zero tolerance policy against SEA cases.

Job Title	Health Promotion Assistant
No. of position	2 posts
Employment Status	100% Fulltime staff
Reporting to	Area Manager and Medical Doctor
Job Location	Hpa-an Township, Kayin State
Project Duration	April 2025 – February 2026
Closing Date	16 th June, 2025

Project Summary

Providing humanitarian health assistance with outbreak and disaster preparedness and responsible in conflict-affected and disaster prone in Kayin State Project is designed to provide rapid, flexible, and responsive healthcare services in the event of communicable disease outbreaks within the targeted implementation areas. The project aims to reduce morbidity and mortality during outbreaks through timely interventions delivered by a trained mobile clinic team.

Position Summary

The Health Promotion Assistant plays a key role in improving health literacy and community awareness through the delivery of culturally appropriate health promotion activities. Working as part of a mobile team, the assistant supports health education initiatives that address the needs of vulnerable populations in conflict-affected and disaster-prone communities. The project is aimed to provide essential health services including primary health care, health promotion and outbreak response to vulnerable and underserved population especially in time of conflict, disaster and disease outbreaks so as to improve population’s access to essential health services and reduced excess morbidity and mortality. Moreover, the health promotion assistant will assist the area manager for successful implementation of the project activities. The health promotion assistant will be based in field will be charged 100% from the project for 8 months.

Specific Duties and Responsibilities

Under the line management of the medical doctor, the health promotion assistant is responsible for:

Key Responsibilities:

1. Health Education and Awareness



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- Assist in planning and conducting community-based health education sessions on key topics such as hygiene, sanitation, communicable and non-communicable diseases, nutrition, maternal and child health, and mental health.
- Support awareness-raising campaigns and outreach activities using IEC materials and participatory methods.
- Adapt health messages to the cultural and language context of target communities.

2. Community Engagement:

- Build trust and rapport with community members to ensure participation and feedback.
- Act as a liaison between the mobile health team and community members to facilitate service delivery and follow-up care.
- Support efforts to strengthen community preparedness for disease outbreaks and disasters.

3. Support to Clinical Activities:

- Assist the medical and nursing staff during mobile clinic operations by organizing patients, managing crowd flow, and helping with basic documentation.
- Encourage patients to participate in health promotion and counseling sessions.
- Participate as a rapid response team member when outbreak/disaster/conflicts occur in coordination not only with other RRT members from the organization but also with other implantation partners.

4. Monitoring and Documentation

- Record participant data from awareness sessions and assist in preparing brief activity reports.
- Ensure accurate use and care of IEC materials, registers, and other health education tools.
- Assist the area manager, the medical doctor and the nurse for documentation processes and field implementation activities.

5. Teamwork and Collaboration

- Work closely with the Nurse, Medical Doctor, the area manager and other mobile team members to ensure smooth coordination and information sharing.
- Participate in regular team meetings and capacity-building activities as required

Job Specification

Education:

- Diploma or certificate in public health, community health, social work, or related field.

Experience:

- At least 1–2 years of experience in community outreach, health promotion, or similar field.
- Experience working in humanitarian, conflict-affected, or rural settings in an asset.

Knowledge and Skills:



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- ❖ Basic understanding of public health and hygiene practices
- ❖ Strong interpersonal and communication skills, with the ability to engage diverse communities
- ❖ Ability to deliver messages clearly and confidently in front of groups
- ❖ Knowledge of local health issues, traditions, and beliefs
- ❖ Strong organizational and reporting skills
- ❖ Ability to work as part of a mobile team in challenging environments

Languages:

- ❖ Fluency in Burmese required.
- ❖ Good working knowledge of English (spoken and written) required.
- ❖ Knowledge of ethnic minority languages (e.g., Sgaw/Po Karen) is an advantage

Other Requirements:

- Willingness to travel occasionally to project sites in Kayin State (security permitting).
- Commitment to gender equality, humanitarian principles, and the values of the organization.

Instructions

Please, mention applied position and area in your email as well as your CV and cover letter. You are requested to submit your CV mentioning at least **2 contacts address (referees)** for reference check.

Please send your CV, cover letter and related certificated or documents to,

Naw Blut Moo Paw (HR Officer) at bmoopaw@kbcsm.org , 09-451580939 (and/or)

Naw Myo Myo San (Associate Director) at myosan@kbcsm.org , 09-799195082 (and/ or)

The following address

(1) KBCSM Yangon Head Office – No.396/D, Bogyoke Aung San Road, Lanmadaw Township, Yangon, Phone – 09451580939