



JOB DESCRIPTION

POSITION TITLE:	Field Assistant
COUNTRY PROGRAM:	Myanmar
PROJECT NAME:	RAI-4E Malaria - Global Fund GMS Grant
REPORTS TO:	Program Officer/Deputy Program Officer
LOCATION:	Mongyai Township
STATUS:	Full Time
SUPERVISORY CAPACITY:	ICMV
APPLICATION DEADLINE:	12-May-2025 (4:00 PM)
STARTING DATE:	01-June-2025

ARC Mission Statement

The American Refugee Committee (ARC) is an international nonprofit, nonsectarian organization that has provided humanitarian assistance and training to millions of beneficiaries over the last 35 years. ARC works with refugee communities in 15 countries worldwide, helping people regain control of their lives. The people ARC serves have lost everything to events completely beyond their control. ARC provides shelter, clean water and sanitation, health care, skills training, microcredit education, protection, and whatever support we can to let people begin again.

The Myanmar country program of the American Refugee Committee is actively responding to humanitarian concerns in Myanmar, particularly in remote areas of the Southeast region. ARC works closely with national and local authorities to galvanize concerted and coordinated lifesaving humanitarian assistance to people in need. Primary interventions focus on community health responses to endemic malaria among hard-to-reach or transient populations.

Project Overview

The Regional Artemisinin Initiative (RAI) has been expanded with a 4th phase, the RAI-4 Elimination (RAI-4E) program, which contributes to the elimination of Malaria in Myanmar and the prevention of the emergence or spread of artemisinin resistance in new areas. This program, supported by Global Fund, is a multi-state program focused on the Southeast region and Northeast region of Myanmar, partnering with and serving primarily ethnic minority populations in hard-to-reach localities.

Primary Purpose of the Position

The Field Assistant (FA) will support the Program Officer (PO)/Deputy Program Officer (DPO) in the effective execution of malaria prevention, diagnosis, treatment, and elimination activities within the designated geographical area. Under the direct supervision of the PO/DPO and technical oversight from the ARC Country Office, the FA is responsible for providing technical, logistical, and administrative support for community-level activities and village volunteers in collaboration with key stakeholders and local counterparts.

Essential Duties and Responsibilities

- Conduct malaria prevention, diagnosis, treatment, and elimination-related activities according to the work plan and requirements.
- Assist, conduct, and report community-level outbreak response and malaria elimination activities, which include but are not limited to case notification, case investigation, foci investigation and response, entomological surveys, and Indoor Residual Spraying.
- Provide necessary technical, logistical, and administrative assistance for community-level activities and support village volunteers.
- Assist in field-level/on-the-job capacity-building training sessions of malaria prevention, diagnosis, treatment, and elimination for community-level staff and Integrated Community Malaria Volunteers (ICMVs).
- Collect and review malaria and other activity reports from ICMVs as per report collection and reporting timelines.
- Assist in data verification of hard copy reports, data entry, analysis, and reporting to respective State/Region/Township VBDC and Health Departments.
- Assist routine coordination with State/Region/Township VBDC and Health Departments for resource sharing and the effective implementation of project activities.
- Support training, supervision, technical, and logistical support of Malaria Case-Based Reporting and Surveillance (MCBRS) Activity.
- Assist in Quality Assurance/Quality Control (QA/QC) activities for malaria microscopy by providing necessary documentation and logistical assistance.
- Assist/prepare essential documentation for the expenses related to field activities or events.
- Ensure all assigned duties and tasks comply with ARC's Standards of Conduct and Donor requirements.

Education, Technical Skills, and Knowledge Required

- High School Graduate or any bachelor's degree holder.
- 1-2 years of work experience with International Non-Governmental Organizations (INGOs)
- Preferred work experience in public health activities, particularly in malaria.
- Proficiency in Shan ethnic languages is preferred.
- Ability to use email, Google drive, Microsoft 365, and GIS applications is preferred.
- **Must be local from Mongyai (13/ - ID holder)**

PSEA Clause for Job Advertisements

Alight/ARC 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 must adhere to the Code of Conduct, which enshrines the 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.

Diversity

ARC is committed to gender equity and ethnic and racial diversity in programs and organizational policy. ARC's employment policy provides for the equality of opportunity, regardless of race, color, sex, age, religion, national origin, citizenship status, physical or mental disability, or past, present, or future service in the uniformed services. ARC will not violate any applicable law by showing partiality or granting any specific favors to any employees or group of employees.

Submission of Application:

Interested candidates are required to submit a cover letter, a CV/Resume, and details of at least two referees via E-mail to MMJobs@wearealight.org latest on 12-May-2025 (4:00 PM)

Please mention the position title clearly in the subject line of the applications by E-mail.

Only shortlisted candidates will be contacted. Reference & background checks will be performed for successful candidates.