

Vacancy Announcement

Vacancy ID:250066

Background

MSI Reproductive Choices also known as Marie Stopes International, an international non-governmental organization (INGO) implements sexual, reproductive, maternal, newborn, adolescent and child health; and HIV prevention, treatment and care interventions in a range of locations in Myanmar. MSI delivers information, commodities and services through centre based, mobile outreach, social marketing channels and other effective and adaptive approaches. As a social business, MSI Reproductive Choices focuses on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.

MSI Reproductive Choices seeks qualified and experienced candidates for the following position:

Title:	Project Assistant
Number of Opening	One
Duty Station:	Nangsang Township, Southern Shan State
Reporting to:	Township Manager
Duration:	up to December 2025 (Renewable subject to satisfactory work performance and fund availability)
Opening Date:	1st July 2025
Closing Date:	15th July 2025, 5:00 PM

OVERALL RESPONSIBILITY

The Project Assistant's overall responsibility is assisting respective Township Manager to ensure the project implementation for achieving its objective/outputs according to the project documents within the contracted project period. The Project assistant may be asked by project management team to undertake additional tasks at the respective regional level and respective townships. All responsibilities should be carried out in line with relevant Marie Stopes International policies and procedures.

SPECIFIC RESPONSIBILITIES

A. Project management

- 1) Assist Township Manager for thorough activity planning, implementation and review to ensure the achievement of project outputs in accordance with donor agreements.
- 2) Assist Township Manager for facilitating Capacity building of township team members and other partners at respective townships and also assist in the management of the project budget at respective township level.
- 3) Facilitate development and ensuring the effectiveness of maternal, newborn and child health referral network
- 4) Facilitate timely reporting of project activities according to the reporting requirements to Yangon Support Office respective and Regional Office.
- 5) Travel regularly to the field sites or other locations as required for project activities
- 6) Assist in project monitoring and evaluation including facility assessment and population based survey
- 7) Support to donor or internal monitoring visits, technical support teams and participation in program and project review activities
- 8) Promotion of team work and staff development through coaching and training

B. Data/Asset Management:

- 1) Assist the Township Manager with management of the project data at respective township level.
- 2) Assist keeping an asset register for all assets purchased by or provided to the township centers in line with standard MSI policies.
- 3) Ensure in collecting and compiling monthly data including health management information system and volunteer recording and reporting system of the respective. Township and assist to Township Manager for the submitting of monthly progress report.
- 4) Conduct monitoring visits to the respective field sites to ensure proper implementation of financial system and procedures and to provide technical support as necessary.

C. Coordination and Liaison

- 1) Assist Township Manager and training team members in coordination and advocacy with authorities,

department of health and health facility staff as required for overall project implementation, training, assessment, data collection and reporting

- 2) Liaise with the Finance team, Administration team, and Human Resource team of Yangon Support Office (YSO) on relevant finance, administration and staffing issues for respective township centers.
- 3) Coordinate with Admin and logistics Assistant for supplying required medical and other logistic supplies to get in time and avoiding expiration of medical products at respective township centers.

D. Other responsibilities

- 1) Implement any other tasks assigned by Township Manager as necessary.

Requirements

- Any Graduate, prefer health related degree (Health assistant, Nurse)
- Good experience of working in health projects
- Experienced user in Microsoft Excel, Word
- At least one year experience in Non-Government Organization including working experience in health related field
- Understanding local language (Shan) is preferable.
- Good interpersonal and communication skill

Safeguarding Commitments and Values of MSI

MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of our services, especially children, young people and vulnerable adults.

MSI Reproductive Choices has zero tolerance towards sexual exploitation and abuse and sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of power and harassment); and fraud, bribery and corruption. To ensure that individuals with a substantiated history of any of those misconducts are not hired by the organization, our selection process will include rigorous background checks related to PSEAH including child abuse.

MSI team members are expected to actively promote and live by our core values: mission driven, client centered, accountable, courageous, resilient, and inclusive. As we embrace diversity, equality and inclusion principles in our work and encourage applicants from diverse backgrounds to apply.

To Apply: Interested person should submit the application letter, curriculum vitae with relevant documentation and a recent photo to the address below. Only short-listed candidates will be contacted.



Applications should be addresses to:

Human Resources Department

MSI Reproductive Choices

No 25/A-8, Aye Yeik Thar (2) Street, New University Avenue, Road, Saya San Ward, Bahan Township, Yangon , 11201, Myanmar or

[Click here to apply:](#)

Note: Applicants are also requested to mention in the applications if there are blood/marriage relationships with the existing employee of MSI. Employment contract will be terminated if failure to do so.