

Myanmar Medical Association
“Humanitarian Component Integrated Reproductive Health and Primary Health Care Project”

Post	Program Assistant based on Yangon -PMD, MMA
Responsible for areas	Mandalay Region
Starting Date	During May- 2025 (as soon as possible)
Duration	6 months (3 months’ probation)
Vacancy Number	MMA- 001/ 2025
Vacancy Closing Date	April 30th, of as this position is urgently required rolling basis for the recruitment process

Functional and Hierarchical Lines

- Hierarchically accountable to: **Senior Manager**, Program Management Department (PMD), Myanmar Medical Association (MMA)
- Functionally accountable to: M&E Manager of Program Management Department (PMD), Myanmar Medical Association (MMA)

Purpose of the positions

- To assist Medical Doctor such as office work, finance, logistics, typing and preparing project reports and assigned by other duties.

Terms Of Reference for Program Assistant

Mission and Principal Activities

- To take day to day office work assigned by M&E manager and assigned Medical Doctor at MMA-integrated RH and PHC Humanitarian activities.
- To take data (financial & technical) entry and adding statistics’ report from clinic.
- To take logistics management, mailing and communication with the project areas.
- To take typing computers, filing and copying office works.
- To assist in monitoring technical supplies and medical equipment and medicines.
- To assist in preparing and monitoring of all documents for Mobile Teams and office
- To organize, select and compile training and orientation materials for those involved in project implementation and activities.
- To take other duties and assignment by Senior official.

Requirements

- Must be a graduated from any university preferably Health related back ground
- Must be in good health.
- Experience in Office work if preferable
- Must have adequate English language.
- Must have computer skills (Microsoft Word, Excel, Date spread Sheet, Power Point etc)
- Flexible and empathetic attitude
- **Need to follow MMA Code of Ethics.**
- **Immediate family members of a staff are not allowed to apply for a position in the same project in MMA.**
- Able to work in a multicultural context travel to the project area.
- Motivated to work in the field and remote areas.

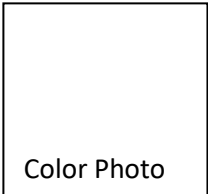
Application Addressed to:

Please send your signed application in **the prescribed form** together with updated CV, educational credentials and reference to **Senior Manager, Program Management Department, Myanmar Medical Association** at 249, Theinbyu Road, Mingalartaungnyunt Township, Yangon, personal or by post and advance copy by email to tinttunkyaw1957@gmail.com and ihdmmam@gmail.com not later than **30th April 2025.**

(More information is available at MIMU: www.themimu.info, MMA website or MMA Program Management Department, 249, Theinbyu Road, Minglartaunnyunt Township, Yangon Phone Number +95-1-399474)

- {မှတ်ချက်။ (၁) လျှောက်ထားသူသည်အစိုးရဌာနတစ်ခုခုတွင်ဝန်ထမ်းအဖြစ်တာဝန်ထမ်းဆောင်ခဲ့ဖူးပါက၊သက်ဆိုင်ရာဌာန၏နှုတ်ထွက်ခွင့်၊ခွင့်ပြုစာ(သို့မဟုတ်)ခိုင်လုံသည့်အထောက်အထားမိတ္တူပူးတွဲတင်ပြရမည်ဖြစ်ပါသည်။
- (၂) Vacancy Announcement တွင် ဖော်ပြထားသည့်အချက်အလက်များပြည့်စုံစွာ ဖြည့်စွက်ပေးဖို့သည့် Form, CV များကိုသာ(Short List)တွင်ထည့်သွင်းစဉ်းစားမည် ဖြစ်ပါသည်။}

MMA Vacancy Application Form



(A) Vacancy Particulars

- (1) Vacancy Notice No. -----

- (2) Date of Issued -----

- (3) Applied /Post/
Title/Designation -----
- (4) Project Name -----

- (5) Date of application -----

(B) Personal Data

- (1) Name -----
- (2) Date of Birth -----
- (3) Age -----
- (4) Father's Name -----
- (5) Nationality -----
- (6) N. R. C No. -----
- (7) Permanent Address -----
- (8) Phone No. -----
- (9) E-mail -----
- (10) Contact Address -----
- (11) Education Background

<i>Institution</i>	<i>Year</i>	<i>Degree/Diploma/Certificates</i>	<i>Place</i>	<i>Major</i>
(a) -----	-----	-----	-----	-----
-----	-----	-----	-----	-----
(b) -----	-----	-----	-----	-----
-----	-----	-----	-----	-----

(c) -----
 - -----

(d) -----
 - -----

(e) -----
 - -----

(C) Previous Experiences/ Exposures (Starting from most recent period)

(1)Job/ Designation	
(2)Department/ Organization	
(3)Period	
(4)Duration	
(5)Duties and Responsibilities	
(6)Reason for Leaving	

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(D) Why does the position interest you?

-

(E) Two Professional Referees

Name -----

Name -----

Title -----

Title -----

Employer -----

Employer-----

Address -----

Address-----

Phone -----

Phone -----

Email -----

Email -----

Signature of Application

Note:

Lists of Documents to be photo copied and attached

- (1) All academic certificates (Doctorate/Master/Bachelor/Diploma/Certificate)
- (2) Myanmar Medical Council Certificate
- (3) Sama Card
- (4) Myanmar Medical Association membership card