



**Myanmar Health Assistant Association  
Vacancy Announcement  
(VA – 023/2025 MHAA-HR)**

<b>Position Title</b>	Office Assistant (HR)
<b>No of post</b>	1 Post
<b>Department/Project</b>	Admin and HR Department
<b>Location</b>	Head Quarter, Yangon.
<b>Report to</b>	HR Officer
<b>Grade</b>	A3
<b>Application Deadline</b>	30 April 2025

Myanmar Health Assistant Association (MHAA) is organized with Health Assistants and is a national association of public health professionals striving towards accessible and equitable quality public health services through health promotion, prevention and control of diseases. MHAA stands as a united, independent organization earning public trust and international recognition. MHAA works in Myanmar to execute health programs that focus on strengthening and enhancing community access to coordinated, effective, and comprehensive health care services. MHAA is actively implementing programs in 94 townships of Myanmar in the areas of disease control, RMNCHN, WASH and emergency response. Accountability, respect for human dignity, empathy, non-discrimination, integrity, and professionalism are among the MHAA's core values. Please visit [www.myanmarhaa.org](http://www.myanmarhaa.org) to learn more about the MHAA.

**Position Summary**

Under the overall guidance of the Admin and HR Manager, Office Assistant (HR) will be responsible for assisting HR Officer in development and implementation of HR initiatives and systems.

### **Specific Duties and Responsibilities**

- ❖ Ensure to maintain all HR files as a registration book/ record book.
- ❖ Maintain the filing system of timesheet and leave balance.
- ❖ Prepare the interview packages for recruitments.
- ❖ To update manpower database, recruitment/resigned list and staff ID list.
- ❖ Assist Admin and HR Assistant/ HR officer in employee contract preparation.
- ❖ Ensure that the filing of staff personal file and related HR documents.
- ❖ Ensure update publications, memos are disseminated to all staff on time and vacancy announcements are posted at office and public places as assigned.
- ❖ To assist Admin and Human Resource Department events when necessary and perform additional duties assigned by supervisor.

### **Others**

- ❖ Perform other duties as assigned by supervisor.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.

### **Skill and Requirement**

- ❖ Bachelor Degree (Preferably) or Matriculation certificate will be acceptable with experience in related field.
- ❖ Ability to use computer programs such as Microsoft Word, Excel, Power Point, Access etc.
- ❖ Ability to work systematically, accurately, independently and under pressure.
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, ability to listen and diplomacy.
- ❖ Strong interpersonal and organizational skills and address conflicts as necessary.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.

### **Application Instructions**

Candidates should submit their application, including their curriculum vitae and application letter, in one attached file (either Word or PDF file), to the Myanmar Health Assistant Association at **hr.recruitment@myanmarhaa.org**, quoting "**Office**

**Assistant (HR) VA-023/2025 MHAA-HR"** and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **April 30, 2025** Myanmar time.

- **Application will not be successful if applied position is not mentioned correctly.**
- **Only short-listed candidates will be contacted for interview. Telephone query will not be answered.**
- **Application received after the closing date and time will not be considered.**

**HR Unit**

**Myanmar Health Assistant Association (MHAA)**

**TB Hospital Road, Aung San, Insein Township, Yangon, Myanmar.**

**Phone: (+95) 9409832273**

**Email: [hr.recruitment@myanmarhaa.org](mailto:hr.recruitment@myanmarhaa.org)**

MHAA is an equal opportunity employer. We welcome applications from all qualified candidates, regardless of race, ethnic origin, religion, age, gender, sexual orientation, or disability. MHAA has a zero-tolerance policy on fraud and corruption, sexual exploitation, harassment, and abuse, and expects the commitment of its employees to the MHAA Code of Conduct including child protection.