



**Myanmar Health Assistant Association
Vacancy Announcement
(VA - 024/2025 MHAA-HR)**

Position Title	Medical Officer (Team Leader)
No of post	3 Posts
Department/Project	Emergency Earthquake Response Project
Location	Earthquake affected townships
Report to	Project Team Leader
Grade	D2
Application Deadline	9 May 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 to learn more about the MHAA.

Position Summary

Under the direct supervision of Emergency team leader/ Project Manager, Medical Officer will be responsible for providing essential primary health care, MNCH and Nutrition services to earthquake affected community, ensuring timely,

equitable, and high-quality medical care. The Medical Officer will lead clinical service delivery at static and/or mobile clinics and support public health interventions in line with emergency health response standards.

Specific Duties and Responsibilities

Project Implementation

- ❖ Prepare monthly work-plan for mobile team to cover identified sites regularly.
- ❖ Provide general clinical care for vulnerable population including under 5 children and women during clinic activities.
- ❖ Manage organizing of emergency referral cases to available secondary and tertiary level facilities.
- ❖ Provide the health literacy promotion and counselling sessions as needed.
- ❖ Establish follow up plan through tele medication and provide necessary medical consultation depending on local situation.
- ❖ Lead the management of stock to be in line with the organization's policy and ensure minimal waste of drugs (Estimated forecast vs consumption alignment)
- ❖ Perform other functions as assigned.

Emergency Response

- ❖ Triage patients during mass casualty incidents or influxes of injured persons.
- ❖ Manage communicable disease surveillance and outbreak response in coordination with health authorities.
- ❖ Support public health campaigns, maternal health and mental health activities including psychological first aid as needed.

Community Health and Public Health

- ❖ Participate in community outreach activities and health education on hygiene, nutrition and disease prevention, etc.
- ❖ Collaborate with community health workers, volunteers, and local health structures.
- ❖ Monitor trends in community health needs and report findings for program

adaptation.

Training

- ❖ Provide capacity building to Project Staff regarding depending on situational needs.
- ❖ Provide the health-related technical training to healthcare volunteers.

Coordination and Collaboration

- ❖ Coordinate with respective stakeholders, local authorities, CSO/CBO and other implementing partners to conduct monthly outreach activities as needed.
- ❖ Represent as focal point/ team leader of the organization's health team to local authorities and community.
- ❖ Take the leading role in organizing and mobilizing for project activities within his/her assigned townships.

Monitoring and Evaluation

- ❖ Review and analyze the field team output data in monthly basis and provide to M&E Officer and Emergency team leader/ Project Manager.
- ❖ Submit mobile team workplan to Emergency team leader/ Project Manager in advance.
- ❖ Submit monthly narrative/indicator/financial reports to Emergency team leader/ Project Manager.
- ❖ Provide procurement plan/documents in advance as needed.

Others

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

Skill and Requirement

- ❖ M.B.B.S (valid medical registration with SAMA) and at least one-year experience on primary health care settings.

- ❖ Understanding of medical ethic, patient education, and humanitarian principles.
- ❖ Being adaptable, flexible and mature in judgement.
- ❖ Having good assessment, analytical, planning and reporting skills
- ❖ Having ability and motivation to travel to project sites
- ❖ Having good practice on Microsoft package
- ❖ Having good leadership skill and team management skill
- ❖ Ability to work systematically, accurately, independently and under pressure in a physically challenging environment.
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy
- ❖ Good interpersonal communication skills
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.

Application Instruction

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 " **Medical Officer (Team Leader) VA-024/2025 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **May 9, 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.**

"Due to the urgency of the position, our organization reserves the right to recruit a candidate who matches the required profile before the above deadline."

HR Unit

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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.