



**Myanmar Health Assistant Association
Vacancy Announcement
(VA - 027/2025 MHAA-HR)**

Position Title	Project Officer
No of post	1 Post
Department/Project	IHNW Project (Earthquake Response)
Location	Mandalay Region.
Report to	Project Manager
Grade	D1
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.

Specific Duties and Responsibilities

Project Implementation & Management

- ❖ Oversee day-to-day execution of integrated WASH, Nutrition, and Health activities in target areas, including:

- ❖ WASH: Latrine construction/rehabilitation, safe water supply (water trucking, purification, storage), hygiene promotion, and distribution of WASH supplies, etc.
- ❖ Nutrition: MUAC screening, IYCF counseling, and management of acute malnutrition, etc.
- ❖ Health: Primary healthcare services, disease surveillance, and maternal/child health support, emergency referral support, etc.

Team Leadership & Capacity Building

- ❖ Directly supervise and mentor the Project Coordinator and Community Mobilizer, ensuring effective delegation and performance.
- ❖ Foster a collaborative team environment with clear roles and accountability
- ❖ Conduct training for field staff and community volunteers on technical topics (e.g., hygiene practices, IYCF/ IMAM, CCM/CBNBC).
- ❖ Conduct regular team meetings to review progress, address challenges, and plan activities.

Work Plan & Logistics Coordination

- ❖ Develop and update detailed weekly/monthly work plans, monthly cash forecast, and distribution plan in coordination with the Project Manager.
- ❖ Monitor supply chain processes (procurement, inventory, distribution) for WASH/Nutrition/Health supplies.

Monitoring & Evaluation (M&E)

- ❖ Conduct regular field visits to monitor activity implementation, quality, and impact.
- ❖ Collect and analyze data to track progress against indicators and prepare reports for the Project Manager.
- ❖ Ensure accountability mechanisms (e.g., feedback systems) are functional and responsive.

Coordination & Collaboration

- ❖ Represent the organization in sectoral coordination meetings (WASH/Health/Nutrition Clusters) in the absent of Project Manager.
- ❖ Liaise with local authorities, NGOs, and community leaders to ensure smooth implementation of project activities.

Reporting

- ❖ Submit update information, monthly and quarterly progress reports in a timely manner.
- ❖ Report emergency cases, security related issues and events to Project Manager.
- ❖ Document success stories, challenges, and lessons learned.

Skill and Requirement

- ❖ Health related Bachelor degree holder, Health Assistant Certificate (or) B.Comm.H degree holder.
- ❖ A minimum of 2 years experience or more in design and/or implementation of Communicable Diseases control program and health education activities.
- ❖ Experiences in planning and implementing organization of health volunteers training and facilitation of voluntary.
- ❖ Health services for community will be an asset.
- ❖ Experiences in designing primary health care, computer skill and disease control activities will be an asset.
- ❖ Good level of written and spoken English.
- ❖ Must have computer skills in MS office.
- ❖ 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.
- ❖ Strong Interpersonal and organizational skills with ability to manage staff and address conflicts as necessary.
- ❖ Able to travel to field (Project Areas).

- ❖ 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 " **Project Officer VA-027/2025 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

Myanmar Health Assistant Association (MHAA)

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Email: 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.