



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 041/2025 MHAA-HR)**

Position Title	Admin Officer
No of post	1 Post
Department/Project	Myanmar Health Assistant Association
Location	Head Quarter, Yangon.
Report to	Secretary, MHAA-HQ
Grade	D1
Application Deadline	31 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

Under the overall supervision by Program Management Unit (PMU), the Administrative Officer will work in collaboration with all project staff and MHAA. The Administrative Officer must be the most accountable person for MHAA Head Office. He or She provide high-performance culture that emphasizes empowerment, quality, productivity and standard, goal attainment and ongoing development of a superior workforce in MHAA.

Specific Duties and Responsibilities

- ❖ Supervise to Admin Assistant, Cleaner and Guard.
- ❖ Organizing meeting room scheduling, equipment and cleaning.
- ❖ Coordinating building and maintenance issue for general repair (Air conditioning, Lighting and Office Assets)
- ❖ Organizing special functions and social events.
- ❖ Monitoring and maintaining office equipment, inventory supplies, orders replacement supplies as needed.
- ❖ Assist to Management of Head Office.
- ❖ Arrange travel and accommodations for PMU Trips.
- ❖ Supporting the Project Management Unit (PMU) and office.
- ❖ Cooperation other departments (such as Financial Department and Unit) with Administrative or clerical support.
- ❖ Prepare regular report on expenses and daily task.
- ❖ Occasionally other administrative duties as assigned by PMU.
- ❖ Carry out other duties in addition to the above, whenever directed by Supervisor and PMU.

Skill and Requirement

- ❖ Any Bachelor's degree or Organization Development.
- ❖ A minimum three years of progressive experience in administrative positions.
- ❖ Better than average written and spoken communication skills. (In Myanmar and English)
- ❖ Outstanding interpersonal relationship building and employee coaching skills.

- ❖ Excellent computer skills in a Microsoft Windows environment.
- ❖ Excellent participation in team spirit and manner.
- ❖ 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.
- ❖ Follow the HR rules and regulations of MHAA with the direct supervision of PMU.

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 " **Admin Officer VA-041/2025 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **May 31, 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

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.