



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 042/2025 MHAA-HR)**

Position Title	Admin Assistant
No of post	1 Post
Department/Project	Myanmar Health Assistant Association
Location	Head Quarter, Yangon.
Report to	Admin Officer
Grade	B2
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.

Position Summary

The Administrative Assistant is responsible for the office management of MHAA office in Yangon under the supervision of the Admin Officer, including welcome, secretary, and premises maintenance in compliance with MHAA rules

and regulations. S/he is to collaborate with other departments to ensure that the administrative process runs well.

Specific Duties and Responsibilities

S/he is responsible to:

- ❖ Be in charge of the office management' smooth functioning and operation (e.g. welcome, secretary, premises maintenance etc...)
- ❖ Ensure adequate premises setup and condition, including office equipment and furniture
- ❖ Perform petty cash payment (daily worker and electric, water and internet bills etc...) and keep track of the expenditures
- ❖ Maintain up to date administrative files and records
- ❖ Assist with the general administration of work with admin team
- ❖ Purchase supplies in conjunction with the administrative department's delivery to the organization
- ❖ Perform administrative tasks such as receiving letters, and distributing authorized documents
- ❖ Supervise the security guards and cleaners on the MHAA premise
- ❖ Arrange appointments/ meetings schedule and take notes at meetings with interpretation assistance as needed
- ❖ Be in charge of all SMT members' and program leads' travel arrangements, including training and events in Yangon
- ❖ Carry out any other relevant duties assigned by the supervisor

Skill and Requirement

- ❖ Any bachelor's degree with one year of administrative experience is required.
- ❖ Computer abilities in Microsoft Office are necessary.
- ❖ Effective communication and listening abilities are required.
- ❖ S/he must be able to work under pressure while being flexible and collaborative.
- ❖ It is preferable if s/he is willing to work full-time for at least a year and follows the Myanmar Health Assistant Association's policies.
- ❖ 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 Assistant VA-042/2025 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)

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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.