



**Myanmar Health Assistant Association
Vacancy Announcement
(Reannouncement)
(VA-043/2025 MHAA-HR)**

Position Title	Data Assistant
No of post	1 Post
Department/Project	Accelerating Access to Essential Healthcare through Community Empowerment and innovation in Shan-East (ACE-KSS) Project
Location	Kengtung Township, Eastern Shan State (remote to Mongton and Monghsat Townships)
Report to	Medical Officer/ Team Leader
Grade	B2
Application Deadline	14 July 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 by Medical Officer/ Team Leader, Data assistant will responsible to assist project activity, data management, data entry, data combination and data verification. This position is accountable to following key responsibilities.

Key Responsibilities

The post holder is responsible to;

- ❖ Enter data into the database appropriately and take responsibility for checking databases, compiling data, and verifying information
- ❖ Ensure all data entry is accurate and complete by conducting regular data quality monitoring
- ❖ Assist the supervisor in maintaining data quality in accordance with data dimensions and confidentiality standards
- ❖ Submit assigned reports in accordance with the reporting channels and schedule, and assist the supervisor in preparing internal and donor reports
- ❖ Systematically organize and maintain all project data, including soft and hard files, ensuring proper filing, documentation, and upkeep
- ❖ Perform regular data backups in accordance with the agreed M&E system
- ❖ Record participant lists, meeting minutes, and other related documents of project activities for M&E purposes
- ❖ Participate in and facilitate M&E-related meetings and training sessions as needed
- ❖ Work as a positive team member, contribute to the program's objectives, and demonstrate flexibility in taking on responsibilities as needed
- ❖ Assist in TB outreach case finding activities of the project

Others

- ❖ Perform other duties as assigned by supervisor.
- ❖ Respect and regard Organization Policy.

Skill and Requirement

- ❖ A Bachelor's degree and at least one year of experience in a related field

- ❖ Ability to use computer programs such as Microsoft Word, Excel (Advanced), PowerPoint, and Access
- ❖ Ability to use statistical software and data analysis software
- ❖ Good oral and written English, analytical skills, and report writing skills
- ❖ 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 and know local contact
- ❖ Able to travel hard-to-reach areas
- ❖ 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 "Data Assistant VA-043/2025 MHAA-HR" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **July 14, 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

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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.