



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 053/2024 MHAA-HR)**

Position Title	Project Officer
No of post	1 Post
Department/Project	Prevention of Waisting Project
Location	Dala Township, Yangon Region.
Report to	Senior Project Manager
Grade	D1
Application Deadline	9 May 2024 (ASAP)

Myanmar Health Assistant Association (MHAA) is organized with Health Assistants and is a national association of public health professionals devoting 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 89 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 overall guidance of CPM and direct supervision of Senior Project Manager, Project Officer is mainly responsible for project management and assist to Senior Project Manager in administrative, human resources, data management and logistic matters as the following;

Specific Duties and Responsibilities

Project Implementation

- ❖ Assist the Senior Project Manager in design and implement the project activities.
- ❖ Supervise Project Coordinators, Monitoring and Evaluation Coordinator and Volunteers to implement their activities successfully
- ❖ Provide technical guidance to Project Coordinators, Monitoring and Evaluation Coordinator and Volunteers in project implementation
- ❖ To ensure professional standards of work are maintained and projects are completed to time and budget.
- ❖ Conduct any necessary actions required for project activities under the project frame

Management

- ❖ To be responsible for the day-to-day planning and supervision of specific projects and teams and to carry out associated administrative duties
- ❖ Manage Project Coordinators, Monitoring and Evaluation Coordinator and Volunteers for proper implementation such as beneficiaries' mapping, SBCC sessions, cooking demonstration and beneficiaries follow up
- ❖ Supervise Project Coordinators, Monitoring and Evaluation Coordinator in managing the volunteers to be effective
- ❖ Manage Project Coordinators, Monitoring and Evaluation Coordinator and Volunteers are followed the MHAA policy and procedures (HR, Financial, Supply Chain, IT, Communication, Anti-Fraud and Corruption, Code of Conduct and PSEA, etc) such as orientation to staffs and checked their performance in line with policy and report to supervisors if having deviation with policy.
- ❖ Collect community voices, issues, needs and success stories done by Project Coordinator to suggest and facilitate for future plan

Coordination and Collaboration

- ❖ Coordinate with Township Health Department, community, local authority and others implementing partners for project activities.
- ❖ Taking the leading role in organizing and mobilizing for project activities within his/her assign townships

- ❖ Ensure and Maintain to have good communication linkage between fields staffs and project Manager/ other departments.

Work Plan

- ❖ Develop own biannual/ annual work plan to meet the program objectives by discussing with the team or Project Coordinator and M and E Coordinator.
- ❖ Supervise and support Project Coordinator and M and E Coordinator to develop their quarterly/ biannually/ Annually work plan and to meet his/her planned activities.
- ❖ Assist to Senior Project Manager to develop new work plan if having problems to deviate with project work plan

Training

- ❖ Assist in preparing training curriculum and training materials.
- ❖ Conduct the technical training for field staffs and volunteers.
- ❖ Conduct capacity building activities and on job training for Project Coordinators and volunteers for clear understanding of good project management and financial management.

Financial

- ❖ Ensure to use expense in line with MHAA financial SOP in field level and to use updated financial form and format in field level
- ❖ Check and verify the financial documents in field level before submitting to financial document.
- ❖ Manage the staffs to follow the MHAA financial policy and responsible for receive the financial orientation to field staffs

HR and Supply Chain

- ❖ Provide assistant to project manager and financial focal and HR focal to check and complete staff timesheets, leave forms and other HR documents
- ❖ Provide assistance in local procurement in accordance with the requisition and work plan.
- ❖ Take responsible to verify asset and inventory list for assigned townships

Monitoring and Evaluation

- ❖ Organize, assist and participate in review and evaluation meetings
- ❖ Review monthly and quarterly programmatic reports from Project Coordinator and M&E Coordinator related with project indicator

- ❖ Day by Day Monitor in field level implementation (Project Coordinators' activities) to meet work plan and targets
- ❖ Conduct field visit (M and E visit) to assigned townships for project management assessment and RDQA and provide feedbacks and sharing finding
- ❖ Facilitate Project Coordinators and M and E Coordinator to do completely in time to all finding by visitors (PMU/ SMT/ CPM/ SPM/ M & E/ Finance)

Reporting

- ❖ Submit update information, monthly and quarterly reports in a timely manner to the Senior Project Manager/Assistant Project Manager.
- ❖ Assist in donor report, FMO RDQA and other reports in needed.
- ❖ Responsible for data maintenance and updating database in timely basis and Ensure the data complementing in field level
- ❖ Check and Ensure the project indicators to meet with data quality in assigned townships

Others

- ❖ Perform any other duties assigned by supervisors

Skill and Requirement

- ❖ Must be Health Related Degree Holder.
- ❖ Experience with Nutrition, maternal and child health project is more preferred.
- ❖ Experience in organizing, planning and implementing in training of volunteers
- ❖ 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
- ❖ Good interpersonal communication skills, Planning Skills, Presentation and Facilitation 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 " **Project Officer VA-053/2024 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, 2024** 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.