



**Myanmar Health Assistant Association  
Vacancy Announcement  
(VA- 054/2024 MHAA-HR)**

<b>Position Title</b>	Community Mobilizer
<b>No of post</b>	4 Posts
<b>Department/Project</b>	Prevention of Waisting Project
<b>Location</b>	Dala and Htantapin Townships, Yangon Region.
<b>Report to</b>	Project Officer/ M&E Coordinator
<b>Grade</b>	A2
<b>Application Deadline</b>	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](http://www.myanmarhaa.org) to learn more about the MHAA.

### **Position Summary**

Under the supervision of Project Officer/ M&E Coordinator, Community Mobilizer will responsible food distribution to pregnancy and under 5 children and assist in administrative, finance and logistic matters.

## **Specific Responsibilities**

- ❖ Responsible for greeting visitors and ensure reception
- ❖ Ensure to provide nutrition package to under 2 children monthly
- ❖ Maintain distribution records and report to supervisors
- ❖ Maintain up to date for beneficiary's information and outcomes
- ❖ To record routine information from beneficiaries such as weight, height, MUAC, etc.
- ❖ To responsible for data entry all beneficiaries' information in project database and report to Project Officer and M&E Coordinator
- ❖ To manage volunteers for food distribution in community level and provide guidance to volunteers for nutrition technical

## **Administrative**

- ❖ Assist with event planning and implementation
- ❖ Prepare administrative documents needed by project
- ❖ Maintain incoming and outgoing registers and circulation of memos.
- ❖ Photocopy, print and scan documents as necessary and maintain up to date and organize administrative files and records.
- ❖ Assist to Project Coordinator for timely monthly payment of administrative bills like electricity bills, phone bills, etc.

## **Logistic**

- ❖ Keep an inventory of office supplies and ordering new materials as needed
- ❖ Take responsibilities for local procurement process for quotation and purchasing if needed.

## **Coordination and Collaboration**

- ❖ Coordinate with Township Health Department, community, local authority and others implementing partners for project activities

## **Reporting**

- ❖ Responsible for data maintenance and updating database in timely basis and ensure the data complementing in field level
- ❖ Monthly/quarterly/emergency report to supervisor in time

## **Other**

- ❖ Perform any other relevant tasks as delegated by supervisors.

## **Skill and Requirement**

- ❖ Bachelor Degree (Preferable) or Undergraduate applicant at least 6 months experiences in patients supporting project (Cash/nutrition support)
- ❖ Having working experience in Maternal and child health project is more preferable.
- ❖ Must have basic computer skill.
- ❖ Language-English (Basic) & Myanmar (Proficiency)
- ❖ 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.
- ❖ Strong interpersonal and organization skills and address conflicts as necessary.
- ❖ 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](mailto:hr.recruitment@myanmarhaa.org), quoting " **Community Mobilizer VA-054/2024 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  
Myanmar Health Assistant Association (MHAA)**

**TB Hospital Road, Aung San, Insein Township, Yangon, Myanmar.**

**Phone: (+95) 9409832273,**

**Email: [hr.recruitment@myanmarhaa.org](mailto: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.