

## **Vacancy Announcement**

(VA- 057/2025)

Position Title – **Project Assistant**

Number of Position – **1 Post**

Location – **Sittwe Township, Rakhine State**

Grade – B2

Closing of Application – **18<sup>th</sup> July 2025, 5:00 PM MMR Time**

Our organization is a non-profit organization operating in Myanmar. We implement health programs aimed at strengthening and improving community access to coordinated, effective, and comprehensive healthcare services. Our key focus areas include disease control, RMNCHN (Reproductive, Maternal, Newborn, Child, and Adolescent Health and Nutrition), WASH (Water, Sanitation, and Hygiene), and emergency response initiatives.

### **Position Summary**

Under the direct supervision of the Project Officer, Health Assistants, the Project Assistant is responsible for effective and client-centered management of the “Integrated Health and Nutrition Project” within the Project Area.

### ***Specific Duties and Responsibilities***

- ❖ Select and train community-based health volunteers (CBHW) through regular monitoring and support.
- ❖ Supervise and support Community-Based Health Workers (CBHW) in implementing health and nutrition programs.
- ❖ Implement outpatient therapeutic programs for Severe Acute Malnutrition (SAM) children according to established protocols.
- ❖ Assist the HA/Nurse/Midwife for conducting the mobile clinic activities.
- ❖ Ensure that volunteers in targeted areas and camps are regularly supervised as part of the project's operations and promote the development of local structure capability.
- ❖ Assist and facilitate a range of stakeholders' capacity-building workshops, awareness sessions, review meetings, and training sessions.
- ❖ Listen to the community's issues and discuss them with the Project Officer.

- ❖ Ensure that nutritional items are delivered to the targeted beneficiaries.
- ❖ Identify project activities and ensure effective execution in target villages/camps in accordance with project objectives in collaboration with the Project Officer. Participate in the budget projections with the Project Officer.
- ❖ Assist the Project Officer in the project-related supervision and donor trips.
- ❖ Keep track of project activities and report on project progress on a regular and as-needed basis.
- ❖ Enter project data into the database correctly and regularly.
- ❖ Accomplish other necessary responsibilities as assigned by the Project Officer.

### ***Others***

- ❖ Perform other duties as assigned by the supervisor.
- ❖ Respect and regard the organization policy.

### **Skill and Requirement**

- ❖ Any Bachelor Degree holder, preferable Health-related Degrees.
- ❖ Experience in related field will be preferred.
- ❖ Ability to use computer program such as Microsoft Word, Excel, PowerPoint.
- ❖ Ability to have good oral and written English 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 and diplomacy.
- ❖ Good interpersonal communication skills.
- ❖ Able to travel hard-to-reach areas.
- ❖ Respect and regard internal Policy.

### **What we offer is:**

- ❖ Competitive Salary (40 hours per week)
- ❖ 13 months bonus

- ❖ Yearly increment
- ❖ Communication Allowance and Health Care Allowance
- ❖ Cost of Living Allowance in defined areas
- ❖ All gazette public holidays as paid off-days
- ❖ 18 paid leave days annually, including 6 casual leave days.
- ❖ Additional leave types: medical leave, compensatory leave, compassionate leave, maternity and paternity leave, and training leave.
- ❖ Life Insurance package

### **How to Apply**

Candidates are required to submit their application, which should include a **curriculum vitae and an application letter**, as a single attachment in either Word or PDF format. Applications must be sent to **headquarter.hrm@gmail.com**, with the subject line clearly stating "**Project Assistant VA-057/2025**".

**Remark:** Applications will not be considered if the applied position is not mentioned correctly. Only shortlisted candidates will be contacted for an interview. Additionally, applications received after the closing date and time will not be considered.

Our organization is an equal opportunity employer, committed to achieving workforce diversity in terms of gender, nationality, and culture. Organization upholds a zero-tolerance policy on fraud, corruption, sexual exploitation, harassment, and abuse, and expects all employees to adhere to the organization Code of Conduct, including its child protection standards.

### **HR Unit**

**Email:** [headquarter.hrm@gmail.com](mailto:headquarter.hrm@gmail.com)