



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 065/2024 MHAA-HR)**

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| Position Title | Medical Officer (Team Leader) |
| No of post | 1 Post |
| Department/Project | “Provision of primary health care services to IDPs and local communities through mobile team activities in Magway Areas” (PHC Project) |
| Location | Pakokku Township, Magway Region. |
| Report to | Project Manager |
| Grade | E1 |
| Application Deadline | 4 July 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

The Medical Officer will be responsible for supervising the township field team and leading them to provide primary health care services through mobile team operations in the specified clinic sites under the direct supervision of the

project manager. To ensure that the township project team goes well and mobile clinic procedures are in place, he or she must provide good coordination with all relevant stakeholders. In the event of a humanitarian emergency, the position holder is also expected to operate outside of their typical role profile and be able to adjust working hours accordingly.

Specific Duties and Responsibilities

Project Implementation

- ❖ Oversee health team members in their day-to-day activities and provide feedback to ensure quality work.
- ❖ Assists Project Manager in and the detailed planning and implementation of work plans of Health and Nutrition activities i.e., elaborate monthly/weekly work plans.
- ❖ Prepare monthly work-plan of health team to cover identified sites regularly.
- ❖ Be responsible for overall operations of the static clinic and telemedicine services in collaboration with other project departments.
- ❖ Make sure that the team members are complementing each other and the team is functioning well on a regular basis of project review.
- ❖ Provide general clinical care for IDPs population including under 5 children and women during mobile clinic activities.
- ❖ Manage organizing of emergency referral of under 5 children and women to the available secondary and tertiary level facilities.
- ❖ Provide health literacy promotion and counselling sessions as needed.
- ❖ Establish follow up plan through tele medication and provide necessary medical consultation depending on local situation and circumstance.
- ❖ Review and analysis of field team activities data in monthly basis and provide the update to the project manager.
- ❖ Perform other project duties as assigned by Supervisor and Program Management.
- ❖ Follow the rules and regulations of MHAA with the direct supervision of supervisor.

Training

- ❖ Give technical support to clinic nurses, midwife, and health care workers regarding infection prevention and control measures in collaboration with project manager.
- ❖ Provide capacity building to team members depending on situation and need.

Coordination and Collaboration

- ❖ Coordinate with respective stakeholders, local authorities and CSO/ CBO others implementing partners regarding project activities.
- ❖ Represent as focal/ team leader of MHAA health team to local authorities and community.
- ❖ Taking the leading role in organizing and mobilizing for project activities within his/her assigned townships.

Other Duties

- ❖ Accomplish other relevant tasks as assigned by supervisor/s.
- ❖ Ensure good information flow among team members.
- ❖ Assist H.Q staff in project related supervision and donor trip.

Skill and Requirement

- ❖ M.B.B.S (valid medical registration with SAMA) and at least one-year experience on primary health care settings.
- ❖ Understanding of medical ethic, patient education, and humanitarian principles.
- ❖ Being adaptable, flexible and mature in judgement.
- ❖ Having good assessment, analytical, planning and reporting skills
- ❖ Having ability and motivation to travel to project sites
- ❖ Having good practice on Microsoft package
- ❖ Having good leadership skill and team management skill
- ❖ 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 supervisor.

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 " **Medical Officer VA-065/2024 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **July 4, 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

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.