



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 066/2024 MHAA-HR)**

Position Title	Project Coordinator (Emergency Referral)
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	Medical Officer (Team Leader)
Grade	C2
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

Under the overall supervision of the Project Manager and the direct supervision of the Medical Officer (Team Leader) and with the guidance from colleagues in Yangon, the Project Coordinator (Emergency referral) is responsible for effective, evidence-based and client-centered collaboration of

PHC Project within Project Area. In the event of a humanitarian emergency, the position holder will be needed to work outside of their regular role profile and adapt working hours accordingly.

Specific Duties and Responsibilities

The post holder will have to:

- ❖ Respect medical confidentiality and secrets.
- ❖ Support and assist the development of effective partnership between health facilities, Community Based Health Workers, and Village Health Committees for strengthening referral mechanisms and monitor the effectiveness of the referral system.
- ❖ Coordinate and support emergency referral patients.
- ❖ Screen referred patient to decide if referral is correct and supported by MHAA.
- ❖ Follow up referred patients under care.
- ❖ Jointly plan and organize community level special advocacy events.
- ❖ Assist to the Medical officer (Team leader) in training sessions and volunteer meeting.
- ❖ Assist to other team member at conducting community level meeting.
- ❖ Facilitate and provide iYCF counselling sessions to the targeted beneficiary.
- ❖ Follow strict infection control measures at all time (i.e. hand hygiene, the use of face mask).
- ❖ Keep records, registers and beneficiary' data systematically and respect confidentiality
- ❖ Ensure timely reporting processes focusing on data accuracy, detail and report quality.
- ❖ Give feedback to the supervisor on a frequent basis, and report directly any issue or incident
- ❖ To collect and submit most significant change stories relating with project outcomes or impacts
- ❖ To collect photographs stating MHAA in action and periodically report to respective supervisors
- ❖ To take roles and responsibilities of other MHAA's Staff within jurisdiction area when his/her absence
- ❖ Perform other project duties as assigned by Supervisor and Program Management.
- ❖ Follow the rules and regulations of MHAA with the direct supervision of PMU and supervisor.

Skill and Requirement

- ❖ Health related bachelor degree holder, or Health Assistant Certificate
- ❖ Experience in organizing, planning and implementing in training of volunteers
- ❖ Public Health Knowledge and Terms with knowledge on MNCH and Nutrition will be an asset.
- ❖ Having good practice on Microsoft package.
- ❖ Ability to ensure data collection and reporting.
- ❖ Strong team-building and facilitation 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.
- ❖ Strong interpersonal and organizational skills with ability to manage staff and address conflicts as necessary.
- ❖ 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 " **Project Coordinator (Emergency Referral) VA-066/2024 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
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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.