



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 071/2024 MHAA-HR)**

Position Title	Medical Officer
No of post	5Posts
Department/Project	Promoting Access to Health in Rakhine State Project (PATH – R)
Location	Rathedaung Township, Rakhine State and Kanpetlet, Paletwa Townships, Chin State.
Report to	Project Manager
Grade	E1
Application Deadline	12 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 direct supervision of Project Manager and technical supervision of Technical Coordinator, Medical Officer will be responsible to manage the team and lead Mobile team program especially providing the effort for project activities. He/she is to participate in planning, managing and controlling of program (MNCH Mobile team).

Specific Duties and Responsibilities

Project Implementation

- ❖ Prepare monthly work-plan of teleconsultation and mobile clinic sessions.
- ❖ Apply medical knowledge and skills to diagnose and treat the patients in accordance with the guidelines.
- ❖ To educate the patients and their family members about infection prevention and control for communicable diseases, NCD, home care guidelines to family members, etc.
- ❖ Assist referral activities for testing or testing services depending on local needs, and link with philanthropic organization for ambulance services to get treatment at health facilities according to local rules.
- ❖ Collaborate with the local CBO, community members, and other stakeholders in mobile clinic visits and referral activities.
- ❖ Health education and community mobilization to increase community awareness for emergency referrals, hygiene, as required etc.
- ❖ Provision of tele-consultation and hotline counselling if required.
- ❖ Integrated with current Nutrition/Malaria Project for better program achievement.

Supervision

- ❖ Manage HA/Nurse, Community Facilitator, Clinic Assistant to ensure all implementation activities are in line with the project workplan and MHAA policy and procedure.
- ❖ Oversee tele consultation and mobile clinic/static clinic in their day-to-day activities and provide feedback to ensure quality work.
- ❖ To provide technical support and guidance to team members for mobile clinic activities.
- ❖ To monitor and supervise the activities of team members especially in field activities; advocacy meetings, assisted referral activities, awareness raising activities, health education and promotion sessions, etc.
- ❖ To conduct supportive supervisory visit to the service delivery areas.

Training

- ❖ Give technical support to HA/Nurse, Community Facilitator, Clinic Assistant, project related staff and volunteers in collaboration with project Manager.
- ❖ Provide capacity building to staff & health care workers regarding Community Case Management, Post Abortion Care and other related trainings depending on situation.

Coordination and Collaboration

- ❖ Coordinate with respective stakeholders, local authorities and CSO/ CBO others implementing partners regarding project activities.
- ❖ Coordinate with relevant stakeholders to support monthly outreach activities.
- ❖ Represent as focal of MHAA tele consultation and surveillance center.
- ❖ Take the leading role in organizing and mobilizing for project activities.

Monitoring and Evaluation

- ❖ Review and analysis of project activities data in monthly basis and provide to M&E officer and Project Manager.
- ❖ Review monthly and quarterly programmatic reports from HA/Nurse and Community Facilitator related with project indicator.
- ❖ Remain flexible to perform other duties as required or requested.

Logistic Management

- ❖ Provide procurement documents in advance as needed.
- ❖ Assets, Inventory and stocks report (Monthly, Quarterly) to MHAA.
- ❖ Management of MHAA assets and Inventory to be in line with Donor policy.
- ❖ Supervise on report and record for daily use of drugs.

Reporting

- ❖ Report work plan to Project Manager in advance.
- ❖ Assist Project Manager to prepare Indicator Reports.
- ❖ Provide regular, on time and quality monthly narrative report, case summary report to Project Manager.

Skill and Requirement

- ❖ M.B., B.S. with at least one-year experience on primary health care settings and MNCH mobile clinic activities.
- ❖ Understanding of medical ethic, patient education, and humanitarian principles.
- ❖ Shall be adaptable, flexible and mature in judgment.
- ❖ Shall have good assessment, analytical, planning and reporting skills.
- ❖ Shall have ability and motivation to travel and work long continuous days in remote IDP camps/ remote villages in Project implementing townships.
- ❖ Shall have good practice on Microsoft package.
- ❖ Shall have 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 and know local contact.
- ❖ 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 "**Medical Officer VA-071/2024 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **July 12, 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.