



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 072/2024 MHAA-HR)**

Position Title	Admin and Finance Assistant
No of post	1 Post
Department/Project	Promoting Access to Health in Rakhine State Project (PATH – R)
Location	Rathedaung Township, Rakhine State.
Report to	Project Manager/ Finance Officer
Grade	B2
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 overall supervision of the Project Manager and Finance Officer, Admin and Finance Assistant (AFA) will work in collaboration with Project Officer to assist in administrative, finance and human resources. S/he must be able to assist in data management and logistic matters as required by the project.

Specific Duties and Responsibilities

Finance

- ❖ Maintain Office Cash flow, petty cash and project expenditure statement for monthly report.
- ❖ Prepare cash forecast for project activities and operations on monthly basic.
- ❖ Accept invoices after goods received and check criteria for payable of invoices.
- ❖ Prepare payment requests in accordance to financial rules.
- ❖ Follow up the cash disbursement, remittance and advance return.
- ❖ Submit monthly financial report to FO.

Admin

- ❖ Perform administrative tasks such as receiving letters, and logging incoming and outgoing posts.
- ❖ Maintain up to date administrative files and records.
- ❖ Take responsibilities for office presentation and hosting visitors.
- ❖ Answer Telephone, take messages and handle general enquires as appropriate.
- ❖ Take photocopy and printing documents as necessary.
- ❖ Communicate with central offices for reports and reply any relevant information.
- ❖ Follow up the administrative management of all types of contracts (Office, fax, telephone, internet etc.)

Others

- ❖ Assist to Project Manager and Project Officer in performing HR duties and maintaining HR records.
- ❖ Take responsibilities for local procurement process for quotation and purchasing.
- ❖ Carry out other duties in addition to the above, whenever directed by Supervisor.
- ❖ Maintain confidentiality of all data and information.

Skill and Requirement

- ❖ Preferable any bachelor degree and related accounting diploma (or) must have LCCI I, II.
- ❖ At least 1 year working experience in related field.
- ❖ Must have computer skills in Microsoft Office.
- ❖ Working knowledge of spoken and written Myanmar & English.
- ❖ Ability to perform his/ her job independently.
- ❖ 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 "**Admin and Finance Assistant VA-072/2024 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

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.