



**Myanmar Health Assistant Association
Vacancy Announcement
(Reannouncement)
(VA- 130/2024 MHAA-HR)**

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| Position Title | Project Coordinator |
| No of post | 1 Post |
| Department/Project | Accelerating Access to Essential Healthcare through Community Empowerment and innovation in Shan-East (ACE-KSS) Project |
| Location | Mongton Township, Eastern Shan State. |
| Report to | Project Officer |
| Grade | C2 |
| Application Deadline | 21 April 2025 |

Myanmar Health Assistant Association (MHAA) is organized with Health Assistants and is a national association of public health professionals striving 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 94 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 the Project Manager and with the guidance from colleagues in Yangon, the Project Coordinator is responsible for effective and client-centered management of ACE Project within Project Area.

Key Responsibilities

- ❖ To participate and facilitate in meetings with community representatives, local authorities, Department of Health staff and others.
- ❖ To organize, support, and facilitate to build up regular coordination meetings; monthly BHS meeting at township level, RHC meeting at RHC level & VHC meeting at village level.
- ❖ To participate and facilitate in supervision visit to Sub-Rural Health Centers and Community Based Health Worker.
- ❖ To ensure that essential supplies and equipment are readily available for training events.
- ❖ To ensure that the documentation for all capacity development, trainings, workshops, awareness sessions and other community education events are maintained and reported.
- ❖ To assist in ensuring timely supply of essential drugs, diagnostics and other consumables for Community Based Health Worker.
- ❖ To facilitate the active case finding (Tuberculosis) of Community Based Health Workers and lead the malaria RDT testing at mobile session in field.
- ❖ To participate the referral supporting in financial system at township and community level.
- ❖ To assist in developing and implementing strategies to strengthen referral mechanisms between the community and health facilities, especially for capacity building.
- ❖ To Jointly plan, lead and organize community level special advocacy events such as National Immunization Day and Nutrition Promotion Month activities.
- ❖ To coordinate with respective BHS in joint planning, joint implementation, and joint evaluation.
- ❖ To compile and submit monthly data and narrative reports to higher level regularly and timely.
- ❖ 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.

Others

- ❖ Perform other duties as assigned by supervisor.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.

Skill and Requirement

- ❖ Health related bachelor degree holder, Health Assistant Certificate or B.Comm.H degree holder.
- ❖ Experiences in design and/or implementation of Communicable Diseases control program, primary health care services and health education activities will be an asset.
- ❖ Experience in organizing, planning and implementing in training of volunteers.
- ❖ Health services for community will be an asset.
- ❖ Good level of written and spoken English.
- ❖ Must have computer skills in MS office.
- ❖ 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.
- ❖ Able to travel to field (Project Areas).
- ❖ Able to adapt in hard-to-reach areas.
- ❖ 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 VA-130/2024 MHAA-HR**" and referring clearly to

the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **April 21, 2025** 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)

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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.