



**Myanmar Health Assistant Association  
Vacancy Announcement  
(VA- 047/2024 MHAA-HR)**

<b>Position Title</b>	Hub Agent
<b>No of post</b>	1 Post
<b>Department/Project</b>	Private Provider Interface Agency (PPIA) for Integrated Service Delivery (ISD) Project
<b>Location</b>	Hlaingtharyar Township, Yangon Region.
<b>Report to</b>	Project Manager
<b>Grade</b>	A2
<b>Application Deadline</b>	2 May 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](http://www.myanmarhaa.org) to learn more about the MHAA.

### **Position Summary**

Under the overall guidance of the Project Manager, and in close consultation with the Treatment Coordinator, the Hub Agent will be responsible for the following job descriptions:

## **Specific Duties and Responsibilities**

### **Project Implementation**

- ❖ Coordinate with the respective private hospital, field agents and TB volunteers for initiation of TB diagnosis and provide the results from the diagnosis.
- ❖ Ensure quick turnaround time for integrated services delivery packages such as HIV, HCV, DM, and follow-up investigations including, sputum and CXR at GPs and private clinics.
- ❖ Facilitate the proper enrollment of notified TB cases in the Township Health Department with the coordination of the Treatment Coordinator.
- ❖ Ensure all TB patients undergo regular follow-up visits to respective GPs/private clinics.
- ❖ Ensure complete and accurate all the project records and data and report it to the Project coordinator or Treatment coordinator.
- ❖ Other project activities related to TB REACH Wave 10, as assigned by the project manager.

### **Skill and Requirement**

- ❖ Must be completed at least the High School education or relevant background qualification.
- ❖ Familiar with data entry using mobile applications or computers.
- ❖ Experience in a similar field will be preferred.
- ❖ Able to travel to field (Project Areas).
- ❖ 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 and 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](mailto:hr.recruitment@myanmarhaa.org),

quoting " **Hub Agent VA-047/2024 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **May 2, 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](mailto: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.