



VACANCY ANNOUNCEMENT

FA/L1GB/0926/02

Title	Field Assistant
Job Location	Home based (Sagaing and Monywa or near-by townships)
Contract Type	Full Time Staff Position (40 hours per week)
Level	Level-1/ Grade-B
No. of Position	3
Reporting To	Field Supervisor
Posting Type	External
Contract Duration	One year contract
Closing Date	30th October 2026

BACKGROUND

Twellet, a locally based, non-profit, and non-political organization, was founded in 2019 and is led by a group of young and diverse professionals. The organization's core idea is to bring diverse professionals together and harness the potential of these educated individuals to drive positive changes in the health system in the future. Serving as a collaborative hub, our organization is dedicated to enhancing the physical, mental, and social wellbeing of people living in Myanmar through comprehensive social and public health services. Twellet is a community-based network formed by volunteer public health professionals working with like-minded volunteers.

POSITION SUMMARY

The Field Assistant is based at home preferably at townships near-by to Monywa or Sagaing Township (*with frequent field travel and geographical mobility across nearby project townships and target villages in Sagaing Region*). The Field Assistant provides direct operational, administrative, and logistical field support for the daily execution

of SPARC project activities at the village and clinic levels. Reporting directly to the Field Supervisor, the Field Assistant works hands-on with village-level volunteers, Community Health Committees (CHCs), community school leaders, and local clinics to ensure smooth activity mobilization, accurate digital data collection, and timely assistance delivery across assigned target sites.

Key Responsibilities

1. Grassroots Activity Implementation & Mobilisation

- Assist the Field Supervisor in organizing and facilitating village-level primary health activities, including under-five MUAC nutrition screenings, school meal cooking demonstrations, MHPSS group sessions, and community health education events.
- Support the verification, registration, and distribution process for third-trimester maternal health cash support to eligible pregnant women in target villages.
- Coordinate local arrangements for clinic-level activities, including distribution of health education materials, setup of GBV/GESI awareness posters, and support for monthly training sessions.
- Assist in organizing emergency clinical referral logistics for critical patients needing higher-level healthcare.

2. Volunteer Support & Field Logistics

- Maintain daily contact with local village volunteers across assigned project sites.
- Help assemble, transport, and distribute activity kits, nutrition demonstration supplies, measurement tools (MUAC tapes), and survey forms to volunteers.
- Assist the Field Supervisor in collecting and reviewing volunteer attendance logs, daily task completion records, and activity verification receipts.

3. Data Collection & Community Accountability

- Conduct frontline digital data entry via Kobo Toolbox using Unique Identification Codes (UICs) to register clinic clients, activity participants, and cash support recipients while maintaining strict confidentiality.
- Support client satisfaction monitoring and assist in setting up Community Feedback and Response Mechanism (CFRM) feedback boxes and community response meetings.

- Help gather field stories, activity photos, and attendance records for weekly and monthly field progress reporting.

4. Community & Stakeholder Relations

- Build and maintain positive, respectful relationships with village leaders, community school administrators, local Health Assistants, GP clinic staff, and community members.
- Serve as an approachable focal point for community members to ask questions, share feedback, and access project services safely.

5. Safeguarding & Safety Adherence

- Strictly adhere to Twellet policies on Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH), Child Safeguarding, Code of Conduct, and Whistleblowing during all community interactions.
- Follow all security, safety, and travel guidance provided by Twellet management when travelling between target sites.

Qualifications and Requirements

- Educational Background: High School Graduate, Vocational Certificate, or Diploma/Bachelor's degree in Community Health, Nursing, Social Work, or a related discipline.
- Professional Experience: Minimum of 1 to 2 years of practical experience in community mobilization, health outreach, volunteer coordination, or emergency relief in local communities.
- Technical & Digital Skills:
 - Comfort using smartphones/tablets for digital data collection (experience with Kobo Toolbox or mobile survey applications is an advantage).
 - Good basic arithmetic skills for verifying attendance lists and payment distribution logs.
- Geographical Mobility & Local Access:
 - Proven willingness and physical ability to travel regularly across nearby project townships and surrounding rural villages from the base location under complex field conditions.
 - Native resident or strong familiarity with local geography, culture, and community dynamics in Sagaing Region.

- Core Competencies:
 - Strong interpersonal skills with a warm, respectful approach toward community members, children, and vulnerable groups.
 - Reliability, honesty, and strong commitment to Gender Equality, Disability, and Social Inclusion (GEDSI).
 - Language Requirements: Fluency in Burmese (spoken and written); knowledge of local dialects is an asset.

APPLICATION PROCESS

Twellet is an Equal Opportunity Employer. Female candidates and qualified applicants are invited to submit a complete application package consisting of a cover letter outlining their suitability for the position, a detailed curriculum vitae (CV), and the contact information of two professional references. Applications must be sent via email to [info.twellet.tl@gmail.com] with the subject line clearly stating: “Application – [Position Title] – [Your Name].” The deadline for submission is **30th October 2026.**

Only shortlisted candidates will be contacted for further steps in the selection process. Applications submitted after the closing date or without a complete CV will not be considered. Only applications submitted via email will be accepted. Shortlisted candidates will be invited for interviews on a rolling basis, and earlier applications may be reviewed and interviewed first.

“Twellet is fully committed to ensuring the safety and protection of children, youth, and vulnerable adults. We have zero tolerance for any form of sexual exploitation, abuse, harassment (SEAH), child abuse, or fraud. All successful applicants will be required to sign and adhere to the organization’s Child Safeguarding Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, and Code of Conduct.”