



MYANMAR MEDICAL ASSOCIATION

No.249, Theinbyu Road, Mingalartaungnyunt Township, Yangon, Myanmar.

Tel: / Fax: 01-8378863, 8380899, 8388097, 8394141, 09 8601677

Website : www.mmacentral.org, mmacorg@gmail.com, mmacoffice249@gmail.com

Myanmar Medical Association

Adolescent Sexual and Reproductive Health Project

Post	Project Assistant (Full time)
Areas Responsible	Yangon Region
Duty Station	Yangon-based
Starting Date	May 2025 (As soon as possible)
Duration	8 months (Probation 3 months) and Extendable
Vacancy Number	046/MMA -ASRH Project/2025
Vacancy Closing Date	12.5.2025

Functional and Hierarchical Lines

- Hierarchically accountable to: **Senior Manager** of PMD, Myanmar Medical Association, and **Project Manager** of MMA-ASRH Project, Myanmar Medical Association.
- Functionally accountable to: **Project Manager** of MMA-ASRH Project, Myanmar Medical Association.

Position Profile

- Assist and Collaborate with the Assistant Project Officer to oversee the comprehensive execution of Adolescent Sexual and Reproductive Health (ASRH) initiatives in designated project areas.
- Ensure the effective and timely implementation of ASRHR-related activities
- Participate in project-related activities and perform ad hoc duties as required or assigned by the Project Managers.
- Duty travel as required to support project activities.

Duties and Responsibilities

Under the overall supervision of Project Manager and direct supervision of Assistant Project Officer, the Project Assistant is expected to:

Specific Responsibilities

Promoting access to Adolescent and Youth Friendly Health Services

- Ensure the promotion of adolescent and youth-friendly health services (AYFHS) by coordinating with private health care providers and clients.
- Recruit members of Adolescent and Youth Friendly Health Service network (AYFHS network) and collaborate with general practitioners to be oriented about AYFHS
- Assist to conduct the stakeholder meeting and CME program like Meet the Specialist session
- Perform the data collection, data entry and verification on provision of AYFHS

Capacity development

- Assist to conduct organization-wide training needs assessments, collaborating with the Senior Technical Advisor to identify skills or knowledge gaps and stay informed about new training methods and techniques.
- Perform to participate youths volunteers in project related activities
- Participate in developing training and coordination plans, providing technical support to relevant stakeholders, and managing the design, development, and execution of all training activities and quality control of trainings
- Act as a facilitator in various project-conducted training sessions, gather and analyze feedback from trainers and trainees, and evaluate information from stakeholders and management to identify areas for improvement.
- Maintain up-to-date training records and data, following project guidelines in the dissemination of ASRH information, and incorporate gender-sensitive and socially inclusive concepts in training programs.
- Ensure the quality control of data management such as data collection, entry, verification to assist project officer for proper report writing

Coordination with stakeholders

- Participate in meetings, trainings, workshops, events, and youth initiative activities related to the management of ASRH projects and youth activities as required.
- Involve in the development of the team's work plan and cost estimation based on the achievement of targets.
- Participate in the preparation of State and Region-wise reports on the project implementation status, including data management processes.

- Assist proactively for timely submission of required reports to the Access to Health Fund, States, Regional Health departments, and national programs through the Programme Management Department.

Promoting access to ASRHR information through social media channel and counseling channel

- Take action in educational activities through social media, coordinating with youth volunteers and stakeholders to promote ASRHR information for young people.
- Develop and execute online campaigns with creative design concepts for social media and promotional materials
- Design and produce high-quality graphics, images, and artwork for print and digital media related to the project activities.
- Stay up to date with the latest design trends, techniques, and technologies
- Ensure youth friendly and attractive content creation and editing of ASRH related educational post in social media channels to promote the positive engagement of youths in social media activities
- Appeal ASRH volunteers to ensure the effective and timely implementation of project activities
- Take the lead in delivering quality ASRHR and health-related information through hotlines and social media channels under the guidance of Assistant Project Officer

Promote the use of young people in HtaWaRa mobile application

- Take the leading role in creation of ideas, exploring the feedbacks of users to develop the upgraded version
- Take action for development and launching stages of HtaWaRa mobile application as and when required
- Ensure the increase of new users by creating user appropriate contents and youths appealing activities and to facilitate the outreach of the HtaWaRa mobile application to young people
- Conduct monitoring and participate in collaborating with the IT company to address any errors encountered during the use of the HtaWaRa mobile application.

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Required Qualifications and Experience

- At least a Second Year of Bachelor's degree in any recognized University and or holder of Diploma in social sciences (or) development field (or) related field preferably with focus on reproductive health and adolescent reproductive health knowledge is an asset.
- Basic competency in graphic designing and ability to use and maintain design software and tools, such as Adobe Creative Suite.
- Has 1-year professional experience preferably in the field of ASRHR related programme management and as a trainer, or a similar role in a corporate environment is beneficial
- Has 1-year experience in content writing and management of social media channels
- Age between 23 and 33 years
- Must be in good health.
- Should have adequate knowledge of learning management systems and web delivery tools
- Strong skills in the use of computers for word processing, excel and power-point presentation and related online applications eg., Zoom application
- Excellent time management skills, public speaking skills, problem-solving skills and both verbal and written communication skills
- Fluency in English and Myanmar (oral and written)
- Ability to operate media equipment such as projectors and personal computers
- Ability to deliver the outputs on time meeting quality standards, and are optimized for the intended audience.
- Ability to handle multiple assignments
- Ability to work efficiently and harmoniously in a team with respect to diversity
- **.Need to follow MMA code of ethics**
- **Immediate family members of a staff are not to apply for a position in the same project of MMA.**
- **Have integrity of character and zero tolerance of Sexual Exploitation, Abuse and Harassment.**

Application should be addressed to Program Management Department, Myanmar Medical Association.

Please send your signed application in the prescribed form together with updated CV, educational credentials and addressed to Senior Manager, Program Management Department, Myanmar Medical Association at 249, Theinbyu Road, Mingalartaungnyunt Township, Yangon , person or by post and advance copy by email to tinttunkyaw1957@gmail.com, asrhproject@gmail.com, ihdmmam@gmail.com not later than 12th May 2025.

Note: Only short-listed candidates will be invited for interview: Telephone inquiries will not be responded. We cannot oblige to return all received applications. (Please attach photocopies of original documentations.)

မှတ်ချက်။ (၁) လျှောက်ထားသူသည်အစိုးရဌာနတစ်ခုခုတွင် ဝန်ထမ်းအဖြစ်တာဝန်ထမ်းဆောင်ခဲ့ဖူးပါက၊ သက်ဆိုင်ရာဌာန၏ နှုတ်ထွက်ခွင့်၊ ခွင့်ပြုစာ(သို့မဟုတ်)ခိုင်လုံသည့်အထောက်အထား မိတ္တူပူးတွဲတင်ပြရမည်ဖြစ်ပါသည်။

(၂) Vacancy Announcement တွင်ဖော်ပြထားသည့်အချက်အလက်များပြည့်စုံစွာ ဖြည့်စွက်ပေးပို့သည့် Form, CV များကိုသာ (Shortlist) တွင်ထည့်သွင်းစဉ်းစားမည်ဖြစ်ပါသည်။

MMA Vacancy Application Form (Non- Med)



(A) Vacancy Particulars

- (1) Vacancy Notice No. -----
- (2) Date of Issued -----
- (3) Applied Post -----
- (4) Project Name -----
- (5) Date of application -----

(B) Personal Data

- (1) Name -----
- (2) Date of Birth -----
- (3) Age -----
- (4) Father's Name -----
- (5) Nationality -----
- (6) N. R. C No. -----
- (7) Permanent Address -----
- (8) Phone No. -----
- (9) E-mail -----
- (10) Contact Address -----
- (11) Education Background

<i>Institution</i>	<i>Year</i>	<i>Degree/Diploma/Certificates</i>	<i>Place</i>
<i>Major</i>			
<i>(a)</i> -----	-----	-----	-----
<i>(b)</i> -----	-----	-----	-----
<i>(c)</i> -----	-----	-----	-----
<i>(d)</i> -----	-----	-----	-----
<i>(e)</i> -----	-----	-----	-----

(C) Previous Experiences/ Exposures (Starting from most recent period)

(1)Job/ Designation	
(2)Department/ Organization	
(3)Period	
(4)Duration	
(5)Duties and Responsibilities	
(6)Reason for Leaving	

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(E) Two Professional Referees

Name -----

Title -----

Employer -----

Address -----

Phone -----

Email -----

Name -----

Title -----

Employer-----

Address-----

Phone -----

Email -----

Signature of Application

Note:
Lists of Documents to be photo copied and attached

- {All academic certificates (Master/Bachelor/Diploma/Certificate) }
- (1) Myanmar Medical Association Application Form
- (2) CV form
- (3) Document of degree certificate (ဘွဲ့လက်မှတ်)
- (4) Attachment Form (Certificate)
- (5) မှတ်ပုံတင်မိတ္တူ
- (6) အိမ်ထောင်စုစာရင်း မိတ္တူ