



**Myanmar Health Assistant Association
Job Announcement
(Reannouncement)
(VA- 066/2026 MHAA-HR)**

Position Title	Project Coordinator
No of post	1 Post
Department/Project	End-TB Project
Location	Kyaukse Township, Mandalay Region
Report to	Project Manager/Project Officer
Grade	C2
Application Deadline	9 th October 2026

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 overall guidance of the Project Manager/Project Officer, Project Coordinator will be responsible for assisting Project Manager/Project Officer in proper implementation of TB control activities. He/She will be implementer of the project activities and, will supervise and facilitate community volunteers.

Key Responsibilities

- ❖ Assist Project Manager/Project Officer for proper implementation of project activities, capacity building training of volunteers and project planning workshop with township health staffs, community and local authority.
- ❖ Lead coordination and communication for the project at the township level, and ensure negotiation and approval of township work plans with the respective Township Health Departments in alignment with project objectives. Take responsibilities to maintain and control office assets and inventories.
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- ❖ Maintain project related documents (e.g.: Work Plan, Travel permit, Monthly Reports and other office documents under the project frame).
- ❖ Facilitate project activities and supervise volunteers, identifying issues and opportunities and provide necessary action for maximizing the effectiveness.
- ❖ Conduct community mobilization and health education for project related activities.
- ❖ Provide suggestion and facilitate necessary actions to Project Manager/ project officer for current activities.
- ❖ Undertake any necessary actions required for project activities under the project frame.
- ❖ Prepare cash forecast and request for project activities and operations on monthly/quarterly basic.
- ❖ Take responsibilities to provide cash supporting to Presumptive/TB patients in assigned township.
- ❖ Supervise and assist in cash supporting to TB patients through other MHAA project.
- ❖ Assist community mobilization and health education related with TB mobile team activities in assigned township.

Work Plan

- ❖ Develop own monthly, quarterly and annual work plan to meet the program objectives by discussing with the Project Manager/Project Officer.

Monitoring and Evaluation

- ❖ Conduct regular monitoring and supervision visits to volunteers and analyze their performance in relation to project achievements and impact.

Coordination and Collaboration

- ❖ Network and coordinate with Township Health Department, Community, local authorities and other implementing partners for project activities.
- ❖ Taking the leading role in organizing and mobilizing for project activities within his/her assign townships.

Reporting

- ❖ Submit update information, monthly and quarterly reports in a timely manner to the Project Manager/Project Officer.

Others

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

Skills and Requirements

- ❖ Health related bachelor degree holder, Health Assistant Certificate or B.Comm.H degree holder.
- ❖ Good oral and written English and must have computer skills.
- ❖ Previous experience in NGOs/INGOs and LNGOs is an asset.
- ❖ Considerable knowledge and experiences of planning, implementation in related field.
- ❖ Public Health Knowledge and Terms with knowledge on TB and Malaria will be an asset.
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen and diplomacy.
- ❖ Strong Interpersonal and organizational skills with ability to manage staff and address conflicts as necessary.
- ❖ Ability to travel to the field (Project Areas).
- ❖ Ability to work systematically, accurately, independently and under pressure.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.

Application Instruction

Interested candidates can apply through the following link: [Project Coordinator Kyaukse End-TB](#). The deadline for applying is October 9, 2026, 5:00 PM 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.**

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.