



SVNMM004

Open to Internal and External Candidates

Position Title : **Project Assistant**
Duty Station : **Yangon, Myanmar**
Classification : **G-4**
No. of Position : **1**
Type of Appointment : **Special Short-Term with possible extension**
Vacancy Number : **VA/2025/007**

Closing Date : **08 May 2025**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

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IOM's health programme in Myanmar comprise several projects that extend the reach of government health systems to locations which host internal migrants and are also transit, source, and return communities for international migrants. IOM's programme involves close partnership with government counterparts and builds capacity of partners and migrant hosting communities for health promotion, diagnostic and referral, treatment, and for extension of service delivery to vulnerable groups. The comprehensive package addresses key health challenges faced by migrants, including maternal and child health, tuberculosis, HIV/AIDS, Malaria, and in some locations primary care. The objective of the project is to reduce excess mortality and morbidity in earthquake affected populations by increasing access to and reduce barriers in accessing lifesaving health care services of the population of North-West and Mandalay Region through life-saving referral support.

Core Functions / Responsibilities:

Under the overall supervision of Chief of Mission and direct supervision of Technical Coordinator in Yangon, the successful candidate will carry out the following duties and responsibilities In particular, s/he will be responsible for:

- 1) Assist the Technical Coordinator in handling coordination with local government officials and local partners to continue the existing collaboration on emergency health project activities in North-West and Mandalay Region.

- 2) Provide general assistance in the implementation of project activities in line with the project priorities. Offer documentation support and draft basic field records and updates when needed;
- 3) Provide general support on the day-to-day implementation of health project activities to address humanitarian needs in affected communities.
- 4) Assist and facilitate Volunteer Health Workers (VHWs) related activity particularly monitoring VHW reporting, awareness session and
- 5) Assist to carry out the ongoing emergency response projects to local communities such as outreach activities, extra outreach.
- 6) Participate in meetings involving local government, NGO/ CSO partners, especially in meetings and key events relevant to IOM's programming in the areas of Health project interventions in close coordination with the supervisor.
- 7) Work closely with the Monitoring and Evaluation (M&E) Focal Point for assisting the regular flow of data related to project activities, including coordination of reports and updates requested by the government at the field level.
- 8) Undertake duty travel to project areas
- 9) Perform any other duties assigned by the Supervisor

Required Qualifications and Experience

Education

- University degree holder with minimum of 2-year experience in working with community-based health programs (preferably in the field Maternal and Child Health, Primary Health Care) with an INGO, LNGO, UN agency.
- Good level of computer literacy, including internet navigation and various Microsoft Office applications.

Experience

- Minimum two years of experience in working with community-based health programs in relevant thematic areas;
- Experience in working within INGO, UN, and/or government systems is desired.
- Ability to travel to remote areas upon duty
- Ability to prioritize and problem solve issues.
- Strong organizational ability.
- Ability to think creatively and find better methods for collection and presentation of data.
- Ability to live and work under difficult conditions.
- Excellent team building and facilitation skills.
- Computer skills including various office applications, statistics software applications.

Skill

- Capacity to work independently, efficiently with flexibility.
- Good interpersonal, communication skills including ability to liaise with government staff, provide health education, and establish links with local and effective community in non-judgemental way.
- Experience working with international organizations, international humanitarian organizations, non-government organization is an advantage
- Excellent communication and negotiation skills; ability in developing liaison with governmental authorities and partner agencies is an advantage
- Experience of managing and developing a team, teamwork oriented and ability to lead and develop others.

Languages

For all applicants, fluency in Myanmar and English is required (oral and written).

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, and security clearances.

How to apply:

Interested candidates are invited to submit an application letter together with complete duly filled and signed Personal History Form (PHF) (copies of certificates and further documents are not required at this stage) to below address;

International Organization for Migration (IOM)

Mission in Myanmar – Yangon Office

No.50-B, Thiri Mingalar, 2nd street,

Ward 8, Kamayut Township,

Yangon, Myanmar

Tel: +95 9 7323 6679, +95 9 7323 6680

Email: hryangon@iom.int

Posting period: From 25 April 2025 to 08 May 2025

Female candidates and people living with disability are especially encouraged to apply.