



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 021/2025 MHAA-HR)**

Position Title	Office Assistant
No of post	1 Post
Department/Project	End-TB Project
Location	Natmauk Township, Magway Region.
Report to	Project Coordinator
Grade	A3
Application Deadline	5 May 2025

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 supervision of Project Coordinator, Office Assistant will work official and receptionist work and assist to Finance Assistant in administrative,

finance and logistic matters for End TB Project.

Key Responsibilities

- ❖ Maintaining petty cash: cash register, visiting the bank for cash withdrawal and bank transfer, Bank statement, ensure all processes meet donor policies.
- ❖ Assist Finance Assistant in preparing and submitting for monthly field financial reports (Advance Request, Cashbook, Cash Count Sheet, Bank Book, Advance settlement, Journal Voucher, and others) for Office.
- ❖ Maintain office supply stocks& Inventory, shopping and placing orders as authorized, receive deliveries.
- ❖ Receive and log incoming post and record outgoing post.
- ❖ Maintain notice board and reception displays.
- ❖ Make travel bookings for staff, get information and make arrangements.
- ❖ Photocopy and print documents as necessary.
- ❖ Maintain up to date and organize administrative files and records.
- ❖ Prepare administrative documents needed by the Township team.
- ❖ Follow up administrative management of all types of contracts (office, fax, telephone, internet etc.)
- ❖ Carry out any additional tasks in accordance with the project proposal as requested by the supervisor.
- ❖ Take responsibilities for local procurement process for quotation and purchasing.
- ❖ Undertake any other relevant tasks as delegated by Finance Office, Finance Assistant and Township team.
- ❖ Assist Finance Assistant/Township team in the preparation of monthly/ quarterly financial reports.

Others

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

Skill and Requirement

- ❖ Bachelor Degree (Preferable) or Matriculation certificate will be acceptable.
- ❖ LCCI level I, II or equivalent financial/ accounting knowledge.

- ❖ Must have basic computer skills.
- ❖ Experiences in financial/ accountant field is more preferred.
- ❖ Language – English (Basic) & Myanmar (Proficiency).
- ❖ 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, diplomacy.
- ❖ Strong team-building and facilitation skills.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.

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, quoting " **Office Assistant VA-021/2025 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **May 5, 2025** 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)

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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.