



**Myanmar Health Assistant Association  
Vacancy Announcement  
(VA - 049/2025 MHAA-HR)**

<b>Position Title</b>	Medical Officer
<b>No of post</b>	1 Post
<b>Department/Project</b>	End-TB & Community Initiative Covid-19 Response Project
<b>Location</b>	Kyaukse Township, Mandalay Region.
<b>Report to</b>	Project Manager
<b>Grade</b>	D2
<b>Application Deadline</b>	29 June 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](http://www.myanmarhaa.org) to learn more about the MHAA.

**Position Summary**

Under the direct supervision of Project Manager, Medical Officer will be responsible to manage the team and lead Covid and TB program especially providing the effort for project activities. He / She is to participate in planning,

managing and controlling of program (Covid and TB).

### ***Specific Duties and Responsibilities***

#### ***Project Implementation***

- ❖ Prepare monthly work-plan of tele consultation and surveillance center.
- ❖ Assist referral activities for testing or testing services depending on local needs, and link with philanthropic organization for ambulance services to get treatment at health facilities or quarantine center according to local rules.
- ❖ Collaborate with the local CBO, community members, and other stakeholders in COVID-19 Surveillance and Referral Activities.
- ❖ Empowerment of Integrated Community Volunteer for early case detection, referral for treatment of COVID-19.
- ❖ Health education and community mobilization to increase community awareness for Covid 19 prevention and treatment.
- ❖ Provision of support for COVID 19 patients.
- ❖ Provision of tele-consultation and hotline counselling.
- ❖ Integrated with current TB/CICRP Project for better program achievement.
- ❖ Management of MHAA assets and Inventory to be in line with Donor policy.

#### ***Supervision***

- ❖ Manage HA / Nurse, Cleaner, Data Assistant to ensure all implementation activities are in line with the project work plan and MHAA policy and procedure.
- ❖ Oversee tele consultation and surveillance center in their day-to-day activities and provide feedback to ensure quality work.

#### ***Training***

- ❖ Give technical support to HA / Nurse, Cleaner, project related staff and volunteers in collaboration with project Manager.
- ❖ Provide capacity building to health care workers regarding Covid-19 trainings depending on situation.

## **Coordination and Collaboration**

- ❖ Coordinate with respective stakeholders, local authorities and CSO/ CBO other implementing partners regarding project activities.
- ❖ Coordinate with relevant stakeholders to support monthly outreach activities.
- ❖ Represent as focal of MHAA tele consultation and surveillance center.
- ❖ Taking the leading role in organizing and mobilizing for project activities.

## **Monitoring and Evaluation**

- ❖ Review and analysis of project activities data in monthly basis and provide to M&E officer and project manager.
- ❖ Review monthly and quarterly programmatic reports from HA/Nurse and DA related with project indicator.

## **Reporting**

- ❖ Report work plan to Project Manager in advance.
- ❖ Assist project manager to prepare Indicator Reports.
- ❖ Provide regular, on time and quality monthly narrative report to Project Manager.
- ❖ Provide procurement documents in advance as needed.
- ❖ Assets, Inventory and stocks report (Monthly, Quarterly) to MHAA.
- ❖ Remain flexible to perform other duties as required or requested.

## **Skill and Requirement**

- ❖ M.B.B.S (valid medical registration with SAMA) and at least one-year experience on primary health care settings.
- ❖ Understanding of medical ethic, patient education, and humanitarian principles.
- ❖ Being adaptable, flexible and mature in judgement.
- ❖ Having good assessment, analytical, planning and reporting skills
- ❖ Having ability and motivation to travel to project sites
- ❖ Having good practice on Microsoft package
- ❖ Having good leadership skill and team management skill

- ❖ 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
- ❖ Good interpersonal communication skills
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.
- ❖ Follow the HR rules and regulations of MHAA with the direct supervisor.

### **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](mailto:hr.recruitment@myanmarhaa.org), quoting " **Medical Officer VA-049/2025 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **June 29, 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)**

**TB Hospital Road, Aung San, Insein Township, Yangon, Myanmar.**

**Phone: (+95) 9409832273,**

**Email: [hr.recruitment@myanmarhaa.org](mailto:hr.recruitment@myanmarhaa.org)**

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.