



**Myanmar Health Assistant Association
Vacancy Announcement
(VA-101/2026 MHAA-HR)**

Position Title	Admin and Finance Assistant
No of post	2 Posts
Department/Project	End-TB Project
Location	Pantanaw Township, Ayeyarwady Region Nyaunglebin Township, Bago Region
Report to	Project Manager/ Finance Officer
Grade	B2
Application Deadline	8 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 supervision of the Project Manager and Finance Officer, Admin and Finance Assistant (AFA) will work in collaboration with Project Officer/Coordinator to assist in administrative, finance and human resources. S/he must be able to assist in data management and logistic matters as required by the project.

Key Responsibilities

Finance

- ❖ Maintain Office Cash flow, petty cash and project expenditure statement for monthly report.
- ❖ Prepare cash forecast for project activities and operations on monthly basic.
- ❖ Accept invoices after goods received and check criteria for payable of invoices.
- ❖ Prepare payment requests in accordance to financial rules.
- ❖ Follow up the cash disbursement, remittance and advance return. Submit monthly financial report to FO.

Admin

- ❖ Perform administrative tasks such as receiving letters, and logging incoming and outgoing posts.
- ❖ Maintain up to date administrative files and records.
- ❖ Take responsibility for office presentations and hosting visitors.
- ❖ Answer Telephone, take messages and handle general enquiries as appropriate.
- ❖ Take photocopy and print documents as necessary.
- ❖ Communicate with central offices for reports and reply any relevant information.
- ❖ Follow up the administrative management of all types of contracts (Office, fax, telephone, internet etc.)

Others

- ❖ Assist to Project Manager and Project Officer in performing HR duties and maintaining HR records.
- ❖ Take responsibility for local procurement process for quotation and purchasing.
- ❖ Perform other duties as assigned by supervisor.

Skill and Requirements

- ❖ At least must have Bachelor's degree and more preferable having related accounting diploma (LCCI level I, II).
- ❖ At least 1 year working experience in related field mentioned above.
- ❖ Strong computer skills (Word, PowerPoint, Internet & Email), including expertise in Excel as an accounting and financial management tool as well as to prepare relatively complex spreadsheets required.
- ❖ Good communication skills, verbal and written (Myanmar and English).
- ❖ Knowledge and experience in the working environment of preferable in (INGOs, NGOs) and other organization.
- ❖ 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 skills, team work, decision making.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy

Application Instruction

Interested candidates can apply through the following link: [Admin and Finance Assistant Pantanaw and Nyaunglebin End-TB](#). The deadline for applying is October 8, 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.