



Myanmar Health Assistant Association
Vacancy Announcement
(VA-103/2026 MHAA-HR)

Position Title	Project Assistant
No of post	1 Post
Department/Project	End-TB Project
Location	Pathein Township, Ayeyarwady Region.
Report to	Team Leader/ Project Manager
Grade	B2
Application Deadline	14 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, nondiscrimination, integrity, and professionalism are among the MHAA's core values.

Please visit www.myanmarhaa.org to learn more about the MHAA.

Position Summary

In coordination and under the direct supervision of Team Leader/Project Manager, the Project Assistant will be responsible for the following activities.

Key Responsibilities and Accountabilities

- ❖ Provide the TB support services according to the workplan under the supervision of Team leader/ Project Manager.
- ❖ Take responsibilities for local procurement process for quotation and purchasing.
- ❖ Prepare and keep project related documents including program and mobile team with high confidentiality
- ❖ Prepare and submit timely reporting including program, financial and monthly stock reports to Team leader/ Project Manager.
- ❖ Ensure regular and timely feedback of any information concerning project activities. Urgent reporting by any means to Team Leader/Project Manager for any urgent issues.
- ❖ Assist the X ray technical in filed implementation activities and solving together with X ray technical if machine has any kind of error and technical issue.
- ❖ Take the role of X ray machine maintaining and using in the active TB case finding activities when X ray technical is absent
- ❖ Perform other duties as assigned by supervisor.

Skill and Requirement

- ❖ Any Bachelor Degree with one-year experience in related field, preferable Health-related Degrees.
- ❖ Ability to use computer program such as Microsoft Word, Excel, PowerPoint.
- ❖ Ability to have good oral and written English skills.
- ❖ 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 and diplomacy.
- ❖ Good interpersonal communication skills.
- ❖ Able to travel hard-to-reach areas.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.
- ❖ Follow the HR rules and regulations of MHAA with the direct supervisor.

Application Instruction

Interested candidates can apply through the following link: [Project Assistant Pathein End-TB](#). The deadline for applying is October 14, 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.