



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #316-2026
30 September 2026

Sun Community Health (“SCH”) is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff, contractors and representatives of our contractors (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff and contractors are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff and contractors, in addition to related mandatory training. All staff and contractors must ensure that they understand and act in accordance with this clause.

Job Title	: Medical Assistant
Report to	: Team Leader
Unit/Division	: Mandalay Regional Office/ Program Delivery Division
Duration	: Up to December 2026 with Possible to Extension
Require Position	: “ 1 ”
Contract Type	: Service Agreement
Assigned Area	: Mandalay

OVERVIEW:

Medical Assistant is responsible for achieving the challenging targets assigned to his/her territory. This position is target-driven and ultimately responsible for achieving the challenging targets assigned to his/her territory.

SCOPE OF WORK:

Sun Community Health is seeking Medical Assistant to engage in TB control activities by:

1. Assist Medical Doctor (Team leader) for planning and implementing TB control activities in accordance with work plan and to achieve the targeted number of assigned projects.
2. Assist Medical Doctor (Team Leader) to provide TB services according to guidelines and in line with project objective.
3. Assist Medical Doctor (Team Leader) for project consumption of necessary stocks as per team schedules on monthly basis.



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4. Assist Medical Doctor (Team Leader) to organize quarterly review meetings in respective project township and participate in the project review meetings if necessary.
5. Assist Medical Doctor (Team Leader) for reporting and recording.
6. Supervise Data assistant in stock processing, health care waste and disposal management process and data recording process.
7. Conduct health education session together with Data assistant.
8. Take main responsibility for provision of counselling services for TB and related diseases.
9. Take main responsibility for improving the case holding in assigned territories.
10. Perform any other additional duties as required.

Term of Agreement:

The Contractor will receive the basic daily service payment upon submission of a complete Daily Work Report to the respective Supervisor and payment will be made within 30 days after SCH receives and accepts the report. In addition, the Contractor may be eligible for a performance-based payment, which will be determined based on the verification of achievements against the Monthly or Quarterly Performance Indicator Report and the appraisal and approval of the respective Supervisor.

Qualifications:

- Nurse or Nurse Aid
- Preferably relevant work experiences for 2 years
- Competent in computer skill (Microsoft excel, Microsoft office, Microsoft power-point, etc)

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Two” referees, including your last employment for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY EMAIL”, not later than on the evening of **14 October 2026 (Wednesday)**.

**SCH Mandalay Regional Office: No. (B 36), 65th B Street, between 65th * 66th Street, 103rd * 104th Street,
Chan Mya Tharzi Township, Mandalay.**

(Apply Email: hr_mandalay@schmyanmar.org)

(Email Subject: VA316_MedicalAssistant_ Mandalay_MRO)

“SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDs status and disability.”

Only short-listed candidates will be invited for relevant tests and/or personal interviews.