



Ethnic Health System Strengthening Group Vacancy Announcement for Project Assistant

About Our Organization

The Ethnic Health System Strengthening Group (EHSSG) is a network of Ethnic Health Organizations and border-based managed health Community-Based Organizations with over twenty years providing primary health care services. In 2015, the group formed a steering committee to work together to strengthen health systems in Eastern Burma/Myanmar, and to advocate for equitable and essential primary health services for vulnerable and displaced people throughout Burma/Myanmar. Participating organizations provide comprehensive health programs in their local areas through a collaborative approach with local, national, and international bodies. EHSSG is a community-based ethnic health organization and consists of **14** partner organizations, namely

1. Back Pack Health Worker Team (BPHWT)
2. Burma Medical Association (BMA)
3. Chin Health Education Committee (CHEC)
4. Civil Health Development Network (Karenni) (CHDN)
5. Mae Tao Clinic (MTC)
6. Mon National Health Committee (MNHC)
7. Kachin Health Network (KHN)
8. Kachin Women Association- Thailand (KWAT)
9. Karen Department of Health and Welfare (KDHW)
10. Pa-Oh Health Working Committee (PHWC)
11. Rakhine Community Health Worker Association (RCHWA)
12. Shan Health Committee (SHC)
13. Shan State Youth Capacity Building Centre (SSYCBC)
14. Ta'ang Health Organization (THO)

AIMS of EHSSG

1. Improved health outcomes through expanding access of villagers to community health workers and services.
2. Responsiveness through evidence-based programming and planning.
3. Financial and social risk protection through prioritizing context-appropriate, low-cost interventions, and improved referral systems.
4. Improved efficiency through the identification of best and underperforming facilities, programming, and health workforce.



CODE: VA NO: 004/EHSSG 2024

EHSSG is looking for a motivated and reliable individual to fill the position of “Project Assistant”

Required Position and detailed information

Job Title	Project Assistant
Location	Mae Sot Based
Full-Time/Part-Time	Full Time
Salary Range	6,000 – 7,000 Baht per Month
Benefit	Leave, Holidays, Health Insurance and other social benefits
Contract Duration	1 year with probable extension
Relationship	
Report To	Project Officer
Supervise	Direct: NA Indirect: NA
Coordinate With	EHSSG’s Staff and Partner Organization
Financial/Budget	Financial Management Team/Project Accounts
Responsibility	
Summary	Assist the program manager in project management and implementation, arrange events, training, workshops, meetings, and collection and documentation of project implementation data.
Job Details	<p>Planning and Management</p> <ol style="list-style-type: none"> 1. Arrange meetings by organizing meeting rooms and refreshments, send any relevant information before the meeting, and attend each meeting to take meeting minutes. 2. Ensure that all the project documents are delivered on time, within the scope, and the budget. 3. Assist the manager in ensuring the data is high quality and audit-worthy. 4. Assist the manager in ensuring that the activities are well-being and assist the manager in monitoring. <p>Reporting and Documentation</p> <ol style="list-style-type: none"> 5. Responsible for submitting activity reports and meeting minutes regularly. 6. Prepare the submission of cash advance and clear the advance for activities. 7. Record and collect required documents for reporting. <p>Coordination and Communication</p> <ol style="list-style-type: none"> 8. Record the partner contact information and conduct regular communication according to project activities. 9. Attend and participate in coordination meetings, management meetings, and staff meetings. 10. Communicate and coordinate with partners regarding project implementation.
General	11. Complete other duties as necessary and assigned by the Supervisor.



Requirements	
Education	<ul style="list-style-type: none">• High School Diploma (or equivalent). If formal qualification is not available, the candidate may show equivalent self-taught competencies. <i>(required)</i>• Certificate in Project Cycle Management <i>(preferable)</i>
Work Experience	<ul style="list-style-type: none">• At least one year experience working in Project Implementation in eastern Burma or on the Thai-Burma border. <i>(preferable)</i>
Skills/Knowledge/Attitude	<ul style="list-style-type: none">• Good skills in consultation, facilitation, and training• Skilled to communicate and maintain networks with a diverse range of people.• Flexibility - ability to work with multi-disciplinary and multi-cultural people, openminded, good communication skills, ability to listen.• Willingness to work for the community in the Thai-Burma Border.• Computer skills: Microsoft Office
Languages	<ul style="list-style-type: none">• Ability to speak, type, write, and read in Burmese and English. <i>(required)</i>• Fluent in one of the ethnic languages in project implementation areas. <i>(preferable)</i>• Thai Language as speaking <i>(preferable)</i>
Motivations	<ul style="list-style-type: none">• Enthusiastic in job• Diligent, responsible and accountable
Others	<ul style="list-style-type: none">• Must be a believer in the mission and vision of EHSSG

We are committed to creating a diverse environment and are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EHSSG has zero tolerance for sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, which enshrines principles of PSEA, always (both during work hours and outside work hours). All selected candidates will be expected to adhere to these standards and principles.

Application Details

Interested individuals are requested to submit a CV including a cover letter and contact details of two references (No other supporting documents are required at this stage) no later than **10th March 2024, 5 PM (Bangkok Time)**.

These should all be submitted to EHSSG’s Human Resources Team at

EHSSG office: 702, Moo1, Tha Sai Luat, Mae Sot, Tak 63110, Thailand

(OR)

Email to: hr@ehssg.org and ekhaing@ehssg.org

Contact Information Details:

Admin/HR Officer

Office Ph: (+66) 097 981 8454

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