



MYANMAR NURSE AND MIDWIFE ASSOCIATION

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FOREWORD

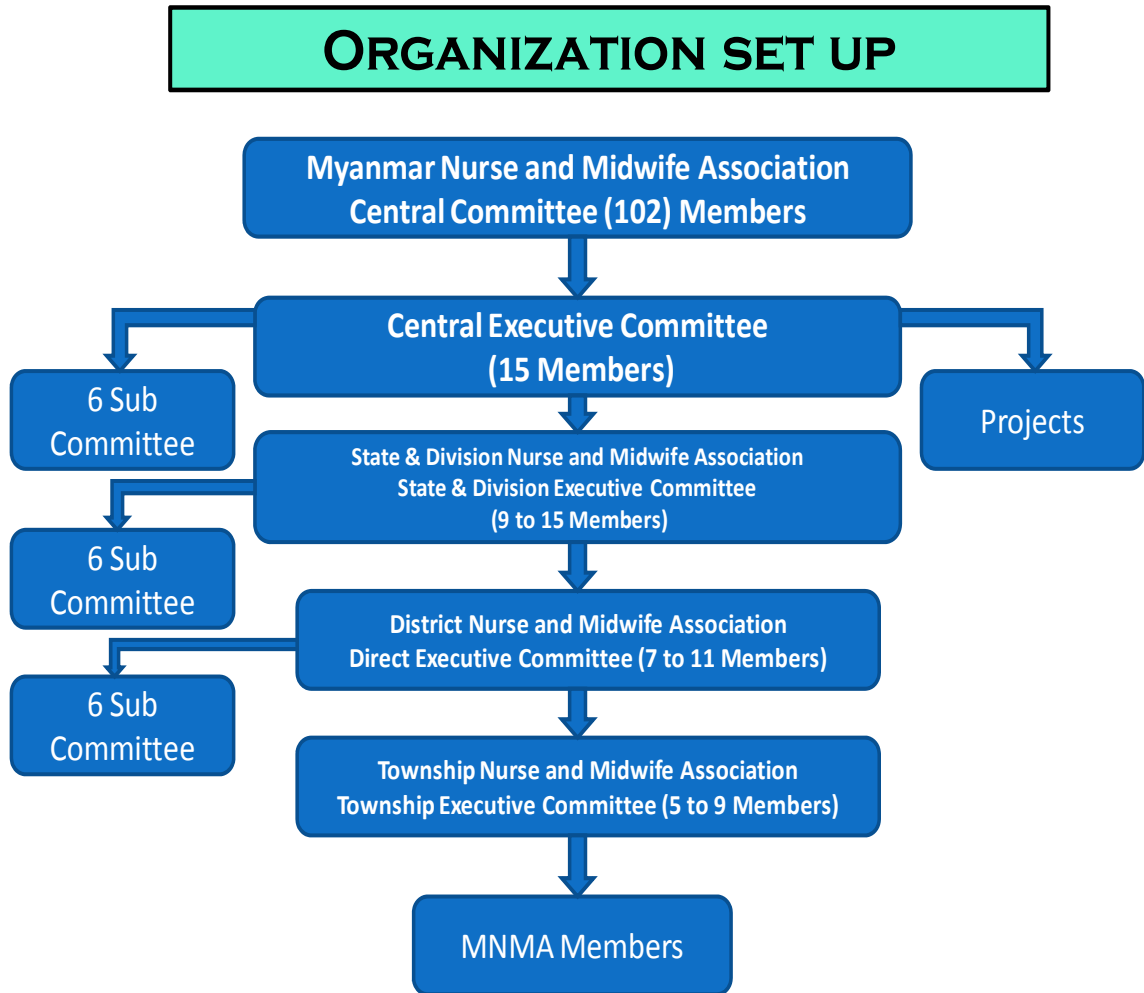
This handbook of policy guidelines and regulations had been reviewed and revised from time to time for the Myanmar Nurse and Midwife Association (MNMA) since 2007.

Although the previous handbook had been finally reviewed very recently in 2016, the salary policy for project staff had not covered every project area uniformly. As time goes on, there is a requirement to develop the salary policy for the project staff so as to be on par with other organizations and /or the government aiming at strengthening of staff retention rate in some way especially for those who are working at various levels of project setting. Therefore the staff salary range and position grades for staff jobs had been reviewed and updated in this handbook.

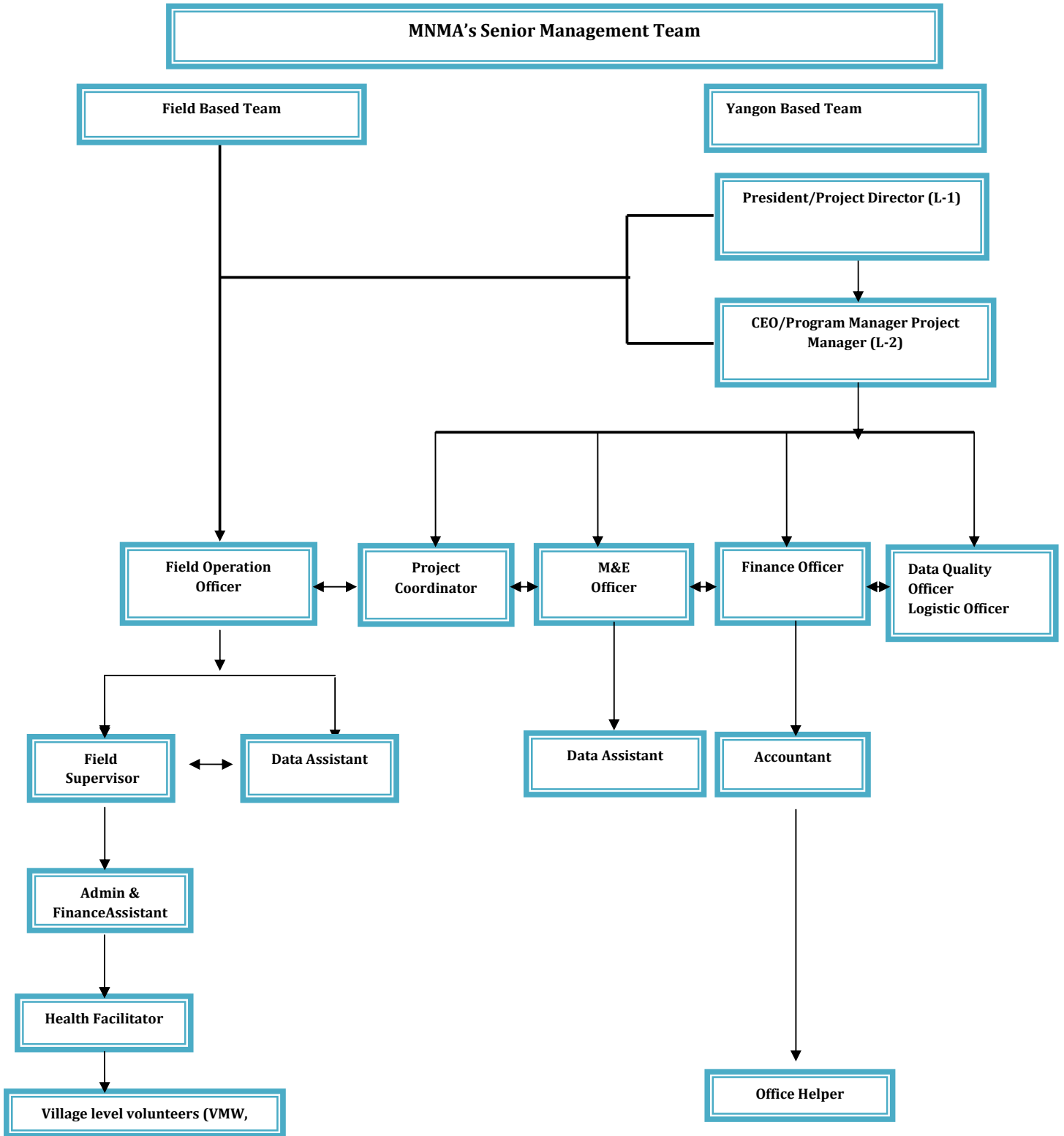
It is hoped that this handbook will serve as a useful tool for the organization and employees in their units, evaluating jobs and determining the grade of each position based on professional knowledge, skills, required education and experience and job responsibilities.

Prof. Daw Yin Mya,
President,
MNMA

2. Corporate Structure



Organization Structures of MNMA Project Settings



5. Policy Guidelines and Regulations for Staff Appointment

According to the MNMA Constitution: Section 10, Sub-section 59, Central EC committee will appoint the required staff to implement the MNMA activities.

- a) Determining require qualification relevant to the position of staff
- b) Nurse, Midwife, and nurse midwife will be considered as priority if an applicants' qualification is similar.
- c) Committee will consider the qualification if an individual is appropriate with the post.
- d) Central committee shall appoint staff selection committee.
- e) Applicants who would be appointed in MNMA would not be the staff of any Agencies or Departments.
- f) The central committee of MNMA will set the benefit of office staff if necessary.
- g) Office staff or caregiver who is working at Aye YeaikNyein (Elderly Home) must be filled with compassion and must have a spirit of patience, the ability to generate enthusiasm in others and demonstrate good relationship with others.
- h) Office staff or caregiver who is working at Maternity Clinic must have a good relationship with pregnant women, family members and community residents.
- i) All office staff must work together and demonstrate a team spirit in a collaborative manner.
- j) Office staff must have socially helping spirit and self-devotion.

Project Director

| | | | |
|---|---------------------------------------|---------------------|-------------|
| Job Title | Project Director | Job Level (or) Rank | L - 1 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | EC-MNMA/Leading or Donor Agency | | |
| <p>Job Responsibilities and Accountabilities</p> <ol style="list-style-type: none"> Accountable for Develop detail work plan on project interventions together with necessary activity steps in line with the original Project proposal. Personally participate to a significant intellectual degree in the sponsored project. Responsible for writing a proposal for a specific scope of work, bears primary responsibility for all essential aspects of the work being carried out, including a project's technical or programmatic requirements, compliance with applicable policies and regulations, and administrative tasks. <p>Programmatic responsibilities:</p> <ol style="list-style-type: none"> Diligently pursues project aims, as described in the application. Manage project personnel. Monitor sub-recipient performance. Maintain and retains project data and materials as required. Complete progress and other required reports. Initiate timely requests for prior approval for changes when required (e.g. change in scope of work, re-budgeting, or reduction in committed effort). Request no-cost extensions when appropriate. <p>Compliance responsibilities:</p> <ol style="list-style-type: none"> Ensure accurate and timely effort reporting for project personnel. Disclose conflicts of interest when required. Ensure integrity of project. <p>Administrative / Fiscal responsibilities:</p> <ol style="list-style-type: none"> Develop sponsored project proposals in compliance with sponsor guidelines and Donor policy. Initiate the routing and obtains appropriate approvals prior to proposal submission. Monitor project's financial status. Manage project within budget limits and approve expenditure. Assure that expenses incurred are allowable, reasonable, and allocable to the project to which they are charged. Seek prior approval for budget changes when required. Approve sub-recipient agreements and related invoices. Ensure that cost-share requirements are met. Review final financial statements. Daily program management throughout the program life cycle. Manage risks and issues and take corrective measurements. | | | |
| <p>Minimum Requirement</p> <ol style="list-style-type: none"> Nursing professional with post graduate qualifications in administration and training. Should be nursing and midwifery license holder and must be a member of MNMA. Skills and experiences in management of development program such as development of work plan, planning, implementation and monitoring aspects of the project. More than five years experiences in health and development working field; related to UN Agencies/INGOs/NGOs. Strong practical experience in project management, which was gained through managing large and complex projects. Good knowledge and handling of project and program management methodology and techniques; Good understanding of the wider objectives of the program; Ability to work positively with the wide range of individuals involved in program management Strong leadership and management skills Good team spirit and respect for diversity. Good knowledge of budgeting and resource allocation procedures and ability to find innovative ways to resolve problems. | | | |
| <p>Salary Range: 1,400,000 MMK (or) 1,166 US (\$) per month.</p> | | | |

Program Manager/Project Manager

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|--|--|---------------------|-------------|
| Job Title | Program Manager/Project Manager | Job Level (or) Rank | L - 2 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |
| Job Responsibilities and Accountabilities | | | |
| <ol style="list-style-type: none"> 1. Organize, plan and implement Project program based on its objectives. 2. Oversee and facilitate effective planning, implementing, monitoring, review and evaluation of programs activities. 3. Identify technical assistance needs and coordinate delivery of technical assistance. 4. Develop IEC materials for the program. 5. Develop budgets in accordance with approved project proposals. 6. Develop supervisory plans to ensure appropriate delegation and staff development. 7. Conduct monitoring trip to the project site. 8. Identify training needs of the staff in order to improve their performance. 9. Design and monitor training activities for all programs. 10. Develop training manuals related to programs. 11. Plan and facilitate capacity building workshops for staff. 12. Approve and submit quarterly financial and technical reports. 13. Supervise in replenishment of supplies, and liquidation to main office on time. 14. Coordinate with Country/Head office staff of the implementation of project activities and replenishment of supplies. 15. Ensure that the activities are carried out within the planned timeframe and budget. | | | |
| Minimum Requirement | | | |
| <ol style="list-style-type: none"> 1. Bachelor's degree in relevant/ specific field, Master's degree preferred. 2. More than five years professional working experience, in development sector preferred. 3. Professional working experience with international organizations preferable. 4. Project design, implementation, monitoring and evaluation experience. 5. Budgeting and financial monitoring experience. 6. Proven supervisory and team working ability. 7. Strong communication skills, including fluent English language ability. 8. Good computer software skills including Ms-Office (Word, Excel, Access & PowerPoint). 9. Ability to travel domestically and internationally as assigned. 10. Good team spirit and respect for diversity. | | | |
| Salary Range: 1,200,000 MMK (or) 1,000 US (\$) per month. | | | |

Project Coordinator

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|--|---------------------------------------|---------------------|-------------|
| Job Title | Project Coordinator | Job Level (or) Rank | L - 3 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |
| Job Responsibilities and Accountabilities | | | |
| <ol style="list-style-type: none"> 1. Delegate and keep track all project related information/reports/ records, finance etc. through regular communication network, daily, weekly, monthly or quarterly. 2. Provide technical guidance and managerial support for team activities to initiate and organize project activities in planning, implementing and monitoring respective community based interventions. 3. Coordinate departmental health personnel and other stakeholders at all levels. 4. Conduct monitoring trips to the project sites. 5. Provide technical assistance for training and capacity building program undertaken by the project team and local community related to the project. 6. Responsible for monitoring, supervision and provision of technical and administrative guidance in implementing project activities with establishment of monitoring mechanism and supervision guidelines for all activities that the whole project has to be taken. 7. Approve and submit quarterly financial and technical reports in timely manner. 8. Oversee effective implementation of the project activities. 9. Provide feedback to the reports of field team staff including village malaria workers for the improvement of quality care and service delivery. 10. Provide support in the coordination with Yangon head office staff for the implementation of project activities and replenishment of supplies. 11. Participate in development of information, education and communication (IEC) materials for the project as required. 12. Facilitate the welfare of staff working in the field (medical attention, family welfare). | | | |
| Minimum Requirement | | | |
| <ol style="list-style-type: none"> 1. Bachelor's degree in relevant/ specific field, (Bachelor of Nursing Science) 2. Must be a holder of Nursing and Midwifery licensure and must be a member of Myanmar Nurse and midwife Association (MNMA). 3. Ability to work in a team setting, health and development field; with special knowledge and experiences in Malaria program 4. Must have skills and experiences in management of development program such as development of work plan, planning, implementation and monitoring aspects of the project. 5. Must have experience in working with UN agencies/INGOs/NGOs, 6. Must have budgeting and financial monitoring experience. 7. Must have a demonstrated ability to conduct training. 8. Must have strong communication skills including fluent English language ability. 9. Good computer software skills including Ms-Office (Word, Excel, Access & PowerPoint) 10. Good team spirit and respect for diversity. 11. Able to travel. | | | |
| Salary Range: 800,000 MMK (or) 666 US (\$) per month. | | | |

Monitoring & Evaluation Officer

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|---|--|---------------------|-------------|
| Job Title | Monitoring & Evaluation Officer | Job Level (or) Rank | L - 3 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |
| Job Responsibilities and Accountabilities | | | |
| <ol style="list-style-type: none"> 1. Assist in analyzing and compiling gathered data to measure progress and impact of project activities through M&E data and report. 2. Provide feedback to the Project team on monitoring and reporting problems and solutions in as much details as possible. 3. Undertake field visits on a regular basis and prepare monthly, quarterly and annual reports, and assist in the preparation of the annual work plans. 4. Provide technical support to field teams. 5. Review the project data collection system which should be based on monthly activities, monitoring visits to ensure completeness and correctness. 6. Review the project activities on regular monthly/quarterly basis. 7. Assist/supervise project staff for the timely reporting to the township or central team. 8. Working in documentation with responsible staff and verify monthly reports. 9. Check and validate the hard copies of data before submitting to country Office. 10. Assist in the development and implementation of protocols, tools and techniques of M&E related activities under the guidance of central team. 11. Responsible for data maintenance and updating database in timely basis. | | | |
| Minimum Requirement | | | |
| <ol style="list-style-type: none"> 1. Bachelor's degree in relevant/ specific field, (Bachelor of Nursing Science). 2. Must be a holder of Nursing and Midwifery licensure and must be a member of MNMA. 3. More than five years experiences in health related field with special knowledge and experiences in project program field related to UN Agencies/INGOs/NGOs. 4. Must have qualified and experiences in respective field indicating technical and training related sectors. 5. Excellent interpersonal, communication and presentation skills. 6. Excellent written and spoken English and ability to work confidently and effectively with both national and international staff. 7. Ability and willingness to conduct extensive domestic travel (including to remote places) and internationally as assigned. 8. Familiar with M&E activities and the nature of works plan, planning, implementation and monitoring aspects of the project. 9. Good computer software skills including Ms-Office (Word, Excel, Access & PowerPoint). 10. Good team spirit and respect for diversity. | | | |
| Salary Range: 1,000,000 MMK (or) 1,000 US (\$) per month. | | | |

Finance Officer

| | | | |
|---|---------------------------------------|---------------------|-------------|
| Job Title | Finance Officer | Job Level (or) Rank | L - 3 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |
| Job Responsibilities and Accountabilities | | | |
| <ol style="list-style-type: none"> 1. Work in close collaboration with Head Office Project team and Township level Project team in daily financial management of project activities. 2. Make/prepare monthly/quarterly/yearly budget preparation and breakdown assisting in development of detail project work plan and budget through the guidance of MNMA administration team and donor agency. 3. Collect financial related papers like receipts /returns/vouchers/etc. of project expenditure and prepare to submit monthly/quarterly/yearly financial reports with detailed transactions to Donor Agency through project support team and MNMA Management team. 4. Link main project office, township level project team and Yangon-Based Head Office through continuous follow-up actions and check for timely implementation and appropriateness between financial resources and project outputs. 5. Responsible to ensure the accuracy in all financial related matters along with monitoring the approved budget. 6. Responsible to take duties assigned by Project management team. 7. Audit areas where accounts and expenditure is utilized and draw plan regarding future expenses. 8. Maintain Office Cash flow and monthly report for project expenditure statement. 9. Prepare payment requests in line with financial authorization. 10. Follow up the cash disbursement, remittance and advance return. 11. Maintain documentation of expenditure, vouchers and related financial records in proper filing system. 12. Prepare attendance, leave and salary request for project staff. 13. Responsible for procurement process for quotation and purchasing for local purchase. 14. Manage timely payment of administrative bills like electricity bills, phone bills, etc. | | | |
| Minimum Requirement | | | |
| <ol style="list-style-type: none"> 1. University degree and relevant combination of academic qualification. (Bachelor degree in commerce, or economics or management is preferred). 2. At least three years of working experience in financial field, in preference with an INGO/NGO 3. Matured, good communication skill, interpersonal management 4. Excellent interpersonal, communication skills in English and Myanmar. 5. Good team spirit and respect for diversity. 6. Good computer software skills including Ms-Office (Word, Excel, Access & PowerPoint) 7. Respect and regard Myanmar Nurse and Midwife Association (MNMA) Policy. | | | |
| Salary Range: 800,000 MMK (or) 666 US (\$) per month. | | | |

Field Operation Officer

| | | | |
|---|---------------------------------------|---------------------|-------------|
| Job Title | Field Operation Officer | Job Level (or) Rank | L - 3 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |
| Duties and responsibilities | | | |
| <ol style="list-style-type: none"> 1. Actively involved in technical and financial management of project interventions throughout the project duration. 2. Work in collaboration with other health care teams NGOs/INGOs and Township Health Authorities. 3. Responsible for M&E activities. 4. Provide technical assistance for training and capacity building program undertaken by the project team 5. Responsible for the progress, providing continuous monitoring and supervision, feedback. 6. Supervise training program activities and evaluate the effectiveness of training outcomes. 7. Organize training for village volunteers. 8. Facilitate timely in referral. 9. Keep accurate medicine record and main stock for supplies and equipment including general fixed assets. 10. Keep record of meetings for necessary follow up actions. 11. Submit monthly report to Project Coordinator. 12. Oversee project management including financial works, supplies and commodities. | | | |
| Minimum Requirement | | | |
| <ol style="list-style-type: none"> 1. Bachelor's degree in relevant/ specific field, (Bachelor of Nursing Science) 2. Must be a holder of Nursing and Midwifery licensure and must be a member of MNMA 3. Maintain nursing ethics and delivery of quality care. 4. More than five years experiences in health related field with special knowledge and experiences in malaria program related. 5. Familiar with M&E activities and the nature of works. 6. Must have qualified and experiences in respective field indicating technical and training related sectors. 7. Good computer software skills including Ms-Office (Word, Excel, Access & PowerPoint) 8. Good team spirit and respect for diversity. 9. Respect and regard Myanmar Nurse and Midwife Association (MNMA) Policy. 10. Able to travel. | | | |
| Salary Range: 800,000 MMK (or) 666 US (\$) per month. | | | |

Data Quality Officer

| | | | |
|--|---------------------------------------|---------------------|-------------|
| Job Title | Data Quality Officer | Job Level (or) Rank | L - 3 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |
| <p>Job Responsibilities and Accountabilities</p> <ol style="list-style-type: none"> 1. Responsible for, and establish, the routes to be followed in improving, maintaining and monitoring data quality. 2. Collect process and report operational and performance data. 3. Act as professional lead and be responsible for the overall management and strategic planning for the clinical coding department. 4. Update relevant committees on complex coding issues and significant future developments of accurate clinical coding and case mix grouping systems. 5. Ensure the Coding function meets the requirements of the agenda 6. Ensure best practice systems to enhance the accuracy and timeliness of clinical coding. 7. Ensure national requirements relevant to clinical coding are achieved to the highest possible level. 8. Use tools to analyse and benchmark clinically coded data against peer groups, to ensure depth of coding is comparable and take appropriate actions as necessary 9. Ensure Clinical Coding staff are trained to national standards and are regularly informed about external and internal updates, developments and issues regarding clinical coding practice and guidelines. 10. Organise the required annual external audits commissioned by the Audit Commission. 11. Work with and provide feedback to divisional managers to enhance quality information recorded in case notes. 12. Implement recommendations from all external and internal audits. 13. Be responsible for maintaining all Policy & Procedure documents relating to Clinical Coding and Clinical Audit. 14. Mentor and guide subordinate staff both in a management capacity and in a technical capacity regarding coding conventions. 15. Put in place mechanisms to ensure there is feedback to individual specialties and users where necessary on data quality issues and wherever possible be corrected at source. 16. Ensure data quality measures and performance is formally reported, internally on a monthly basis and externally as required. 17. Respect and regard Myanmar Nurse and Midwife Association (MNMA) Policy. | | | |
| <p>Minimum Requirement</p> <ol style="list-style-type: none"> 1. Minimum of 5 years' experience of clinical coding. 2. Experience of communicating complex issues and data concepts to a range of people. 3. Experience of managing/supervising staff. 4. Experience of liaising with operational staff to improve the accurate capture of patient based data. 5. Experience of planning and implementing specialist projects 6. Proven and in depth knowledge, experience and understanding of coding classification and standards in the organization environment. 7. Good computer software skills including Ms-Office (Word, Excel, Access & PowerPoint) 8. Good team spirit and respect for diversity. | | | |
| <p>Salary Range: 800,000 MMK (or) 666 US (\$) per month.</p> | | | |

Logistic Officer

| | | | |
|---|---------------------------------------|---------------------|-------------|
| Job Title | Logistic Officer | Job Level (or) Rank | L - 3 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |
| Job Responsibilities and Accountabilities | | | |
| <ol style="list-style-type: none"> 1. Develop logistics along with support plans, budget requirements and deployment timelines for new operations. 2. Develop logistical plans for current operations and logistics contingency plans. 3. Prepare plans for liquidation and downsizing. 4. Develop and execute tools and methodologies to enable effective implementation of logistic plans. 5. Design and develop standard operating methods to manage logistics operations efficiently. 6. Ensure accountable, timely and cost-effective release of peacekeeping cargos along with personnel. 7. Ensure all supervised staff members are trained as well as cross-trained adequately. 8. Identify added logistic training requirements to attain high working standards. 9. Coordinate and present logistics support to ongoing land, air, rail and river operations. 10. Ensure logistics requirements take gender-specific needs into consideration. 11. Coordinate logistics activities related to procurement, funding, substantive units and humanitarian affairs. 12. Develop and execute logistics support policy, processes and methodologies to general benefit of all mission units. 13. Develop reports on material and personnel movements and various operational logistics problems. | | | |
| Minimum Requirement | | | |
| <ol style="list-style-type: none"> 1. Bachelor's degree in relevant/ specific field, (Bachelor of Nursing Science) or logistic professional. 2. Must be a holder of Nursing and Midwifery licensure and must be a member of MNMA. 3. Minimum of 5 years' experience of Procurement and Supply Management. 4. Professional skills in replenishment of supplies. 5. Experience of managing/supervising staff. 6. Proven and in depth knowledge, experience and understanding of logistic policy. 7. Respect and regard Myanmar Nurse and Midwife Association (MNMA) Policy. 8. Good computer software skills including Ms-Office (Word, Excel, Access & PowerPoint). 9. Good team spirit and respect for diversity. | | | |
| Salary Range: 800,000 MMK (or) 666 US (\$) per month. | | | |

Field Supervisor

| | | | |
|--|---------------------------------------|---------------------|-------------|
| Job Title | Field Supervisor | Job Level (or) Rank | L - 4 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |
| Job Responsibilities and Accountabilities | | | |
| <ol style="list-style-type: none"> 1. Actively involved in technical and financial management of project interventions throughout the project duration. 2. Work in collaboration with other health care teams NGOs/INGOs and Township Health Authorities. 3. Responsible for M&E activities. 4. Provide technical assistance for training and capacity building program undertaken by the project team. 5. Responsible for the progress, providing continuous monitoring and supervision, feedback. 6. Supervise training program activities and evaluate the effectiveness of training outcomes. 7. Organize refresher training for Basic Health Staff. 8. Facilitate timely in referral. 9. Keep accurate medicine record and main stock for supplies and equipment including general fixed assets. 10. Keep record of meetings for necessary follow up actions. 11. Submit monthly report to Field Operation Officer. 12. Oversee project management including financial works, supplies and commodities. | | | |
| Minimum Requirement | | | |
| <ol style="list-style-type: none"> 1. Bachelor's degree in relevant/ specific field, (Bachelor of Nursing Science). 2. Must be a holder of Nursing and Midwifery licensure and must be a member of MNMA 3. Maintain nursing ethics and delivery of quality care. 4. More than five years experiences in health related field with special knowledge and experiences in related program. 5. Familiar with M&E activities and the nature of works. 6. Must have qualified and experiences in respective field indicating technical and training related sectors. 7. Good computer software skills including Ms-Office (Word, Excel, Access & PowerPoint). 8. Good team spirit and respect for diversity. 9. Able to travel. | | | |
| Salary Range: 500,000 MMK (or) 416 US (\$) per month. | | | |

Data Assistant

| | | | |
|-------------------------|---------------------------------------|---------------------|-------------|
| Job Title | Data Assistant | Job Level (or) Rank | L - 4 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |

Job Responsibilities and Accountabilities

Key Responsibilities:

1. Assist M&E officer in the design and development of new databases, modification of database structures.
2. Enter project data in the database appropriately and on a regular basis.
3. Take responsibilities for compilation of data, completion of data, data cleaning and data improvement activities.
4. Perform data backup every day.
5. Check and finalize entering monthly project indicators data of the month.
6. Systematically keep all project data soft files under the supervision of M&E Officer.
7. Record the participant lists: meeting minutes and any related documents for respective project activities for M&E purposes.
8. Check, clean and finalize monthly project data inputs.
9. Prepare monthly, quarterly and yearly progressive data.
10. Keep the project information in optimal condition with the help of a part time IT technician.

Skills and Requirements:

11. Education- any Degree Holder with Computer skills and IT will be an asset.
12. Experience- at least one year experience in data entry, clerical or secretarial position with exposure to data and information collection and data entry, data combination and data verification.
13. Must be a holder of Diploma in Nursing or B.N.Sc.
14. Must be a member of Myanmar Nurse and Midwife Association.
15. Languages: fair knowledge of listening and speaking English.
16. Ability to work systematically, accurately, independently and under pressure.
17. Able to travel to field (Project Areas).

Personal Qualifications:

18. Flexibility- ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy.
19. Good interpersonal communication skills.
20. Good team spirit and respect for diversity.
21. Respect and regard Myanmar Nurse and Midwife Association (MNMA) Policy.
22. Follow the HR Rules and Regulations of MNMA with the direct supervision of President/Project Director of MNMA.
23. Good team spirit and respect for diversity.

Salary Range: 500,000 MMK (or) 416 US (\$) per month.

Accountant

| | | | |
|--|---------------------------------------|---------------------|-------------|
| Job Title | Accountant | Job Level (or) Rank | L - 4 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |
| Job Responsibilities and Accountabilities | | | |
| <ol style="list-style-type: none"> 1. Work in close collaboration with Finance Officer and Township level Project team in daily financial management of project activities. 2. Make/prepare monthly/quarterly/yearly budget preparation and breakdown assisting indevelopment of detail project work plan and budget through the guidance of Finance Officer. 3. Assist Finance Officer in collection of financial related papers like receipts /returns/vouchers/etc. of project expenditure and prepare to submit monthly/quarterly/yearly financial reports. 4. Responsible to ensure the accuracy in all financial related matters along with monitoring the approved budget. 5. Responsible to take duties assigned by Finance Officer, Project Supervisory and Management Committee. 6. Responsible for audit areas where accounts and expenditure is utilized and draw plan regarding future expenses. 7. Respect and regard Myanmar Nurse and Midwife Association (MNMA) Policy | | | |
| Minimum Requirement | | | |
| <ol style="list-style-type: none"> 1. University degree related to accounts. 2. Experience in accounts and financial management. 3. Must have financial related certificates (Registered Accountant/LLCI level III) 4. Must have more than 5 years experiences in financial related working field. 5. Demonstrated skills in good inter-personal and sound oral and written communication in English 6. Good computer software skills including Ms-Office (Word, Excel, Access & PowerPoint). 7. Development of expenditure of budget according to MNMA work plan. 8. Good team spirit and respect for diversity. | | | |
| Salary Range: 500,000 MMK (or) 416 US (\$) per month. | | | |

Administration and Finance Assistant

| | | | |
|---|---|---------------------|-------------|
| Job Title | Administration and Finance Assistant | Job Level (or) Rank | L - 5 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |
| Job Responsibilities and Accountabilities | | | |
| <ol style="list-style-type: none"> 1. Carry out activities under supervision of Field operation Officer. 2. Undertake field office safety & security measures under the guidance by Field operation Officer and Head office as necessary. 3. Keep office records regarding project implementation activities. 4. Take the responsibilities of safety maintain log books filing system such as bike log books, fuel log books etc are to be monitored with necessary feedbacks, reports, and actions. 5. Compile the monthly logistics reports to the Field operation Officer and Head office on monthly basis. 6. Other duties may be necessary from time to time on an occasional basis. | | | |
| Minimum Requirement | | | |
| <ol style="list-style-type: none"> 1. Bachelor's degree in relevant/ specific field (Accounting and finance) 2. More than three-year experiences in health related field with special knowledge and experiences in project related program. 3. Must have qualified and experiences in respective field indicating finance sectors. 4. Familiar with accounting and administration activities and the nature of works. 5. Good computer software skills including Ms-Office (Word, Excel, Access & PowerPoint). 6. Good team spirit and respect for diversity. 7. Respect and regard Myanmar Nurse and Midwife Association (MNMA) Policy. | | | |
| Salary Range: 400,000 MMK (or) 333 US (\$) per month. | | | |

Health Facilitator

| | | | |
|--|---------------------------------------|---------------------|-------------|
| Job Title | Health Facilitator | Job Level (or) Rank | L - 6 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |
| Job Responsibilities and Accountabilities | | | |
| <ol style="list-style-type: none">1. Work as front worker in case finding.2. Carry out care activities under the supervision of Field Operation Officer.3. Conduct initial assessment followed by village monitoring visit according to project guidelines.4. Record all activities performed in the particular format.5. Participate actively in making referral.6. Participate in group activities and community mobilization.7. Keep record of every activity, meetings for necessary follow up actions.8. Submit monthly report to Field Supervisor.9. Respect and regard Myanmar Nurse and Midwife Association (MNMA) Policy. | | | |
| Minimum Requirement | | | |
| <ol style="list-style-type: none">1. Must have degree/Diploma/Certificate in relevant service delivery/ specific field.2. Good personality and well corporate and coordinated at team work.3. Must be a native and energetic attitude to work as a team member.4. Demonstrated experience working with community residents.5. Demonstrated good communication/interpersonal skills.6. Good team spirit and respect for diversity.7. Must have basic computer skills.8. Respect and regard Myanmar Nurse and Midwife Association (MNMA) Policy. | | | |
| Salary Range: 350,000 MMK (or) 291 US (\$) per month. | | | |

Office Helper

| | | | |
|--|---------------------------------------|---------------------|-------------|
| Job Title | Office Helper | Job Level (or) Rank | L - 7 |
| Division/ Department | Myanmar Nurse and Midwife Association | Company/ Branch | MNMA Yangon |
| Report to | MNMA President/Director | | |
| Job Responsibilities and Accountabilities <ol style="list-style-type: none">1. Provide support to overall office management under the guidance of office authority.2. Maintain office record keeping properly.3. Responsible for clerical work: dispatch, sending and receiving fax, photo copying activities.4. Keep the office clean, neat and tidy.5. Respect and regard Myanmar Nurse and Midwife Association (MNMA) Policy | | | |
| Minimum Requirement <ol style="list-style-type: none">1. Qualified BEHS.2. Demonstrated experience in maintenance of office work.3. Must have physical and mental fitness.4. Must have good communication/interpersonal skills. | | | |
| Salary Range: 120,000 MMK (or) 100 US (\$) per month. | | | |

SALARY POLICY FOR PROJECT IMPLEMENTING STAFF

Salary Policy and Guidelines

1) Purpose

1.1 Wages and salaries are classified by position based on experience, responsibility, and physical and mental demands.

1.2 Management reviews salary ranges once per year and makes any adjustment deemed necessary. Ask your manager or supervisor if you would like to know the ranges for your position.

1.3 To provide for a uniform, stable and reasonably competitive compensation structure for all employee.

2) Scope

Myanmar Nurse and Midwife Association

3) Job Classification

3.1 The Job Classification with levels and designation are as below:

LEVEL& DESIGNATIONS

To rationalize the salary policy, positions are classified into Levels. The Levels and respective designation are as below:

| Level | Designation |
|-------|---|
| L - 1 | Project Director |
| L - 2 | Program Manager//Project Manager |
| L - 3 | Project Coordinator, Field Operation Officer, Monitoring & Evaluation Officer, Finance Officer, Procurement & Supply Chain Management Officer, Data Quality Officer |
| L - 4 | Field Supervisor/Data Assistant/ Accountant |
| L - 5 | Administration and Finance Assistant |
| L - 6 | Health Facilitator |
| L - 7 | Office Helper |

4) Salaries Classification

4.1 The salary classification would be as per the terms of employment and revision from time to time.

(Rates are Myanmar kyats (MMK) and US (\$))

5) SALARY SCALE

5.1 The salary scale would be as per the terms of employment and revision from time to time.

USD (1USD=MMK1200)

| Level | Designation | Maximum (USD) | Target (USD) | Minimum (USD) |
|-------|--|---------------|--------------|---------------|
| L - 1 | Project Director | 1300 | 1,166 | 1000 |
| L - 2 | Project Manager/Program Manager | 1,100 | 1,000 | 800 |
| L - 3 | Project Coordinator, Field Operation Officer, Monitoring & Evaluation Officer, Finance Officer, Logistic Officer, Data Quality Officer | 1,000 | 666 | 600 |
| L - 4 | Field Supervisor/Data Assistant/Accountant | 600 | 416 | 400 |
| L - 5 | Administration and Finance Assistant | 500 | 333 | 350 |
| L - 6 | Health Facilitator | 450 | 291 | 300 |
| L - 7 | Office Helper | 120 | 100 | 80 |

MMK

| Level | Designation | Maximum (MMK) | Target (MMK) | Minimum (MMK) |
|-------|--|---------------|--------------|---------------|
| L - 1 | Project Director | 1,600,000 | 1,400,000 | 1,300,000 |
| L - 2 | Project Manager/Program Manager | 1,300,000 | 1,200,000 | 1,000,000 |
| L - 3 | Project Coordinator, Field Operation Officer, Monitoring & Evaluation Officer, Finance Officer, Logistic Officer, Data Quality Officer | 1,000,000 | 800,000 | 600,000 |
| L - 4 | Field Supervisor/Data Assistant/Accountant | 600,000 | 500,000 | 450,000 |
| L - 5 | Administration and Finance Assistant | 450,000 | 400,000 | 350,000 |
| L - 6 | Health Facilitator | 400,000 | 350,000 | 300,000 |
| L - 6 | Office Helper | 160,000 | 120,000 | 100,000 |

5.2. Salary Range: The range of salary rates, from minimum to maximum that are established for a DBM grade. Each grade level in the DBM job evaluation system has a salary range that consists of three points, as follows:

1. **Minimum:** defined as the lower cap of the salary range, meant to be used for placement of new employees to a position, who have only met the minimum qualifications. Employee's base salary must be at or above the minimum of the salary range for their position.

2. **Job rate:** defined as the rate the organization is prepared to pay an employee who is fully functioning in the job. The job rate of a salary range is the primary reference point used by the University in the maintenance of a competitive salary structure. The job rate should be competitive with the job rates of salary ranges paid for similar positions in the appropriate labour market.

3. **Maximum:** defined as the upper cap of the salary range; the highest rate the University will normally pay an employee in the position. No base salary progression is available beyond this point.

5) Salary Increment

5.1 For the purposes of Salary Increment:

5.1.1 Each MNMA member's overall performance shall be evaluated as either satisfactory or not satisfactory by relevant Managers or management levels.

5.1.2 Anyone receiving a rating of satisfactory shall receive six percentages (6 %) increment of a basic salary.

5.1.3 Additional performance, market, and equity increases may be given to individuals rated satisfactory by MNMA Management Team or Committee.

6) Social Security Fund

6.1 Employees shall be paid Social Security Fund of the Ministry of Labor.

6.2 The Following Funds are included in the Social Security Fund:

(i). Health and Social Care Fund

(ii). Family Assistance Fund

(iii). Invalidity benefit, superannuation pension benefit, and survivors' benefit fund;

(iv). Unemployment benefit fund

(v). Fund for Social Security Housing Plan

OTHERS ALLOWANCE

Allowance will be paid as under:

| Level | Allowance (per month) |
|-------|-----------------------|
| L - 7 | |
| L - 6 | |
| L - 5 | |
| L - 4 | |
| L - 3 | |
| L - 2 | |
| L - 1 | |

WORKING GROUP

- | | |
|---|--------------|
| 1. Professor Daw Yin Mya President, MNMA | Chair Person |
| 2. Professor Daw Thein Thein Kyi View President(1), MNMA | Member |
| 3. Daw Khin Mar Kyi Vice President(2), MNMA | Member |
| 4. U Khin Maung Win Secretary, MNMA | Member |
| 5. Daw Lei Lei Wynn Joint Secretary, MNMA | Member |
| 6. Daw Khin Mar Shwe Treasurer, MNMA | Member |
| 7. Daw Kyan Khaing CEC, MNMA | Member |