



*Professionals for Fair Development
Professionnels du développement solidaire*

Job announcement - GRET is seeking for

Admin, HR and Finance Officer (Bogale)

■ **GRET**

GRET is a French development NGO that has been actively fighting poverty and inequalities for 40 years on all levels and in a broad range of subjects. Its professionals provide lasting, innovative solutions for fair development in the field and work to positively influence policy. GRET's 700 professionals work on 150 projects per year in 28 countries.

■ **Context**

Since 1995, GRET is working in Myanmar in the fields of agricultural development, microfinance, natural resource management and water & sanitation in Chin, Sagaing, Mandalay, Magwe and Ayeyarwaddy. A Representation (Rep) office is established in Yangon to provide cross-cutting services to projects, to supervise actions and to work in relationships with donors, authorities and partners.

■ **ALIVE Project**

Since October 2021, Gret and its partners have been implementing the Agricultural innovation and Inclusive Value chain for Food and Nutrition Security (ALIVE-FNS) project with the overall objective to contribute to food and nutrition security of smallholder farmers and their communities by strengthening the resilience and inclusiveness of Value Chains in Myanmar. The specific objective are to improve the availability & access to safe, nutritious and diversified food for producers and consumers in targeted states of Myanmar and improve the awareness of nutrition challenges by value chain stakeholders. The project will be implemented up to June 2025. The project (is targeting two value chains (Konjac and vegetable) in four townships of Northern Chin State and two value chains (Rice and vegetable) in two townships of Ayeyarwaddy.

Position: Admin, HR and Finance Officer

Project: ALIVE-FNS

Report to: Deputy Project Manager

Location: Gret-Delta office

Job Purpose:

The Admin, HR and Finance Officer is responsible for supporting to Deputy Project Manager for the successful implementation of all financial and HR activities related to the ALIVE-FNS project activities by supervising and collaboration of two staffs (Accountant & Admin and Finance Assistant) in Delta Region (Bogale and Mawlamyine Gyun Townships).

Duties and Responsibilities:

Administrative Responsibilities

- Responsible for the administrative works of the project in Delta such as filing, correspondence, relations with other offices, and any other admin issues
- Support to the project management team for liaising with local authorities, public departments, local partners and other relevant stakeholders
- Preparing the regular reporting to local authorities and partners if any due reporting
- Follow up with the Gret Myanmar Office the administration of the visa and traveling authorizations of the international staffs based or traveling to Delta
- Ensure good relationships with the project partners, administrative offices, and any other stakeholders cooperating with the project with regards to the administrative issues
- Prepare local contract suppliers and service agreements for further approval by the Deputy Project Manager and the Finance & Compliance Officer
- Regular follow up of the office staffs' attendance, In & Out record and guest record for reporting of any other specific findings to the Deputy Project Manager
- Supervise the support staff, cleaner of the ALIVE project in Delta region

Human Resources Responsibilities

- With regards to HR administration, to collect and consolidate all HR information of the ALIVE-FNS team (monthly reporting & programming, staffs' profile data base, time sheets, leave application, etc) for further submission to the Project Manager for approval
- Ensure the follow up of the leave balances
- Submit to the Gret Myanmar office on a regular basis the staff information for consolidation of HR at country level and for contracting staff insurance

- Prepare the draft contract and amendment of the ALIVE-FNS team to further submit to the Deputy Project Manager and Gret Myanmar HR Manager
- Support the ALIVE-FNS team for the organization of meeting and workshop
- Ensure that all Delta team members are informed on the Human Resources Policies and Procedures of Gret in Myanmar

Financial Responsibilities

- Check the compliance of the accounting documents to the project's manuals of procedures
- Checking the regular entry of the financial operations in Sage software to later submit for checking and approval to the Deputy Project Manager and Rep finance team.
- Support if needed the finance team for the preparation of the audit
- Support the Deputy Project Manager for the preparation of the quarterly fund request of ALIVE Delta region submitted monthly to the Gret Myanmar office after review by Project Manager
- Follow up the transfers between Gret Myanmar and Gret Delta Region
- Supervise the financial operations and finance team, validations of expenses vouchers and supporting documents
- Checking the payroll of Gret Delta team prepared by accountant and submit to the Deputy Project Manager and Gret Myanmar financial and administrative teams for review
- Ensure the salary payments after approval from Gret Myanmar
- To archive and file all the documents related to expenses from different sources (implementation, financial, logistics) in a proper way in Gret Delta office
- Ensuring the submitting of the SAGE monthly cash book and other relevant documents (cash checking and bank statements) to the concerned Finance Officer/Manager
- Coordinate the preparation of all scanned expenditures and supporting documents occurred in Delta Region to be submitted regularly to the Finance and Compliance Officer
- Cooperate closely with the Gret Myanmar Finance team for the preparation of the financial report to donors
- Any other assignments requested by Deputy Project Manager.

Working conditions

All the employees requested to stay at the organization disposal for any extra duty related to the work on weekend days.

Due to Gret working environment, employees have to provide flexibility in their duties and to be able to temporarily take over duties of colleagues unable to work.

Skills required and others:

- University degree and accounting (LCCI Level I, II)
- Minimum one years' experience as more or less the same responsibilities at a private company or an INGO/LNGO (more preferable)
- Strong computer literacy with knowledge of Microsoft Excel
- Rigor, autonomy, organization and pedagogical abilities
- Very good interpersonal skills, interest for teamwork and self-confidence
- Good writing, communication and negotiation skills in English

Contract and condition:

- Based in Bogale's Gret office
- Salary based on GRET's salary grid and previous experiences

Gret has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. Gret expects full commitment of its employees with Gret Code of Conduct including PSEA policy.

Written applications (CV and cover letter) should be submitted to GRET office in Bogale or be sent by email to khaingzarnwe.mn@gret.org and yadanarwin.mn@gret.org **before the 25th May 2024 with the reference "ALIVE project- Admin,HR & Finance Officer -Gret Delta"** in the subject line. Only shortlisted applicants will be contacted.

This position is urgent and we reserve the right to make an interview if we find the suitable candidates among applicants before deadline. We would like to encourage to apply as early as possible.