



Job Vacancy Announcement (06/ 2024)

Position Title	:	Admin & Logistics Assistant
Number of Position	:	(1) post
Report to	:	HR & Admin Coordinator
Location	:	Yangon
Duration	:	8-Months (3 months probation period)
Closing Date	:	25 th April 2024

Brief background of the TCDI

TCDI is a community peace and development organization dedicated to fostering and promoting community peace practices, community-led solutions, advocacy, and community resilience in order to create a peaceful and holistically developing society. It was established on May 7, 2011 under the name Human for Peace Social Services-HP.

In June 2013, HP had initiated Conflict Transformation Programmes in Arakan state by Establishing Public Centre-PC (Peace Infrastructure I4P) in Minbra and Mrauk Oo townships to promote peace education, tolerance, mutual understanding, and trust building among diverse ethnic groups.

HP has been engaged in a broad location and working for a holistic approach in Arakan state. Due to the name HP's difficulty in interacting with larger Arakanese communities, we changed the name of the organization to Thazin Community Development Initiative in 2014.

TCDI has developed a new strategy from 2023-2030 with focus on "**Strengthening prosperity and peace in Arakan state**" through the five pillars outlined below.

- 1) Community peacebuilding pillar
- 2) Educational Development services pillar
- 3) Livelihood and skills development pillar
- 4) Localization and CSOs development pillar
- 5) Humanitarian assistance and rehabilitation pillar

Purpose

Under the supervision of HR & Admin Coordinator; the Admin and Logistics Assistant is responsible to ensure daily administrative and logistical supports are provided smoothly and efficiently in a timely manner.

1) Office Management

- Arrange the process of the premises, office and vehicle maintenance, repair and renovation.
- Settle payments of monthly utility bills, electricity, internet, phone, etc.
- Arrange proper maintenance of all communication and office equipment and keep them functional at all times; report damage to the HR & Admin Coordinator and organize any repairs.
- Manage office petty cash.
- Manage vehicle use and staff travel agenda.
- Provide IT related assistance as needed.
- Prepare Cash Request and purchase office necessary items.
- Update Staff Contact monthly.
- Process copying, scanning, filing, writing, receiving and sending the incoming or outgoing mails.
- Organize to write & submit meeting minutes for all staff meeting that conduct weekly or occasionally.
- Provide administrative supports in office with the guidance from the Coordinator.
- Undertake the duties of arranging all hard & soft copy files of Admin & Logistics Unit of all offices in line with the file keeping systems of TCDI.

2) Logistics Management

- With the guidance of the HR & Admin Coordinator, undertake the duties of procurement process for all offices to meet with policies, procedures of TCDI, and donors' requirements. (If needed, purchasing projects' materials is included)
- Arrange the car rental process for office use.
- Undertake the duties of transportation arrangement process for all staff and participants of the projects, and ensure the Fleet Management in line with TCDI's policies & procedures.
- With the guidance of the HR & Admin Coordinator, work closely with all program and support teams to ensure that office supplies, equipment and stationery supplies are purchased, delivered and received in a timely manner and in line with policies & procedures of TCDI.
- maintain an up-to-date the lists of Fixed Asset, Current Asset, Stationary Record, Office Supply Item Record.
- exercise the asset physical check once every six months for all offices of TCDI.

- Update Supplier Contact monthly,
- Arrange the staff retreat (transportation, accommodation, meal, etc).
- Arrange purchasing the service for venue rental, accommodation and meal, transportation in conducting Training/ Meeting/ Event/ Trip Arrangement for the projects.
- Check all documents that concerned with the Admin & Logistics Unit in conducting Training/ Meeting/ Event/ Trip Arrangement for all projects in donor requirements and TCDI's policies & procedures.

The position is expected to assist the HR & Admin Coordinator in human resources management as needed and undertake other duties assigned by the Coordinator.

Required Qualifications

- Diploma in Office Administration Management are essential, and Logistics Management is preferred.
- A minimum of 2 years' experience in LNGO/ INGO's Admin & Logistics Management fields.
- Advance IT skill (Microsoft Word, Excel, Power Point, Internet, Email, etc).
- Basic English Language with four skills.
- Understanding in Rakhine Context & language skill are preferred.

Personal Qualifications

- Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy.
- Must have good interpersonal communication skills.
- Respect and regard on their relative organizations & partner organizations.
- Follow the HR rules and regulations of with the direct supervision of TCDI.
- Motivate and Flexible to learn new things.

Submission of Application

All qualified candidates are welcome to submit their application to ["hr.coordinator@tcdi.org.mm"](mailto:hr.coordinator@tcdi.org.mm) including a letter of interest, complete Curriculum Vitae with TWO References. Kindly indicate the post title in the subject line when applying by email.

Only the short-listed candidates will be contacted during the selection process.

The deadline for submission of applications is **25th April 2024.**