

Vacancy Announcement (BAJ/YGN/001/24)

Date : April 2, 2024

Project Background

Bridge Asia Japan (BAJ) is an International Non-Government Organization, Head Quarter in Japan, providing the various regional development programmes in Myanmar since 1995 to assist socially disadvantaged individuals and promote self-reliance by providing vocational training, and building and renovating basic infrastructures to vitalize communities and help generate income.

Since 1995 BAJ has been assisting the Myanmar communities in Infrastructure developments. BAJ is currently supporting, the grass root level communities in infrastructure developments in northern Rakhine State in Maungdaw and Sittwe areas. In addition, BAJ runs Technical Training School in Hpa-an Township, by assisting the youth to enhance their capacity and job opportunities.

BAJ is currently seeking a person who has the following qualification and experience to implement our activities.

Terms of Reference

- Post Title : **Administrative / Project Assistant**
- Number of Position : (1)
- Duty Station : Yangon
- Report to : First _ Administrator (for admin work)
First _ Associate Program Officer (for Program work)
Second _ Country Representative
- Probationary Period : (3) Months

1. Main Responsibility:

- 1.1. To handle the staff travel arrangement, in/coming e-mails/ telephones, and to provide any secretary assistance.

2. Your Duties include:

2.1. Administrative field

- 2.1.1. To make hotel and flight /bus tickets reservation for national/international staff and visitors;
- 2.1.2. To prepare Movement Order (MO) for BAJ staff.
- 2.1.3. To update phone contact list quarterly
- 2.1.4. To properly file all incoming and outgoing documents.
- 2.1.5. To handle incoming and outgoing telephone calls and e-mails.
- 2.1.6. To be responsible for office stationery control and prepare PO requested by BAJ Staff.
- 2.1.7. To ensure that all personnel records such as Attendance Register, Leave Records, are properly maintained in file, and update the staff list after any changes are made.
- 2.1.8. To update the inventory list in the YGN office regularly and ensure that all key properties are able to track by serial number.
- 2.1.9. To file the latest BAJ office guideline and terms and condition properly so that all new employee can learn it on the orientation.
- 2.1.10. To directly supervise staff in admin section (ex; Driver, Watchman ,Cleaner).
- 2.1.11. To assign the driver for long/short trip.
- 2.1.12. To prepare documents for visa extension of international staff under the guidance of Administrator.
- 2.1.13. To update the latest information of visa status for international staff within one week after any changes of he status and ensure that all concerened staff are informed.
- 2.1.14. To arrange the extension of visa, collection of FRC for international staff in time.
- 2.1.15. To arrange staff/vehicle insurance according to the budget availability.
- 2.1.16. To support the field office on any administrative matter if necessary.
- 2.1.17. To issue the notification based on the request from supervisor.
- 2.1.18. To assist supervisor for recruitment process, preparing/circulating vacancy announcement, editing the short list, and setting the interview date according to the instruction of supervisor.
- 2.1.19. Any duties assigned by supervisor

2.2. Programme field

- 2.2.1. Organizing the mini library donation activities and the event such as “Mobile Toy Museum” for the smooth operation.
- 2.2.2. To perform as In-charge of toy rental business.
- 2.2.3. Based on the instruction from supervisors, collect necessary information / make arrangements with the fields.
- 2.2.4. Assist field offices through monitoring and evaluation of project activities.
- 2.2.5. Any duties assigned by supervisor.

2.3. General

- 2.3.1. Demonstrate competencies as an ideal aid worker respecting BAJ Vision and Mission.
- 2.3.2. Avoid misconducts complying with BAJ guidelines.

Qualification and skills

- Any graduate or relevant Diploma in Administrative and social science is preferable.
- At least 2 years of experience working with communities and administrative field is required.
- Excellent interpersonal skills, including patience, diligence, diplomacy, respect for diversity.
- Ability to communicate with members of local communities in a matured manner and adaptable on the different contexts.
- Previous Experience in LNGO/INGO organization is an asset.
- Understanding of the local context is an advantage.
- Advanced computer skills related to work (Microsoft Word, Excel and Powerpoint) is required.
- Able to work in challenging contexts and travel to project areas.
- Ability to work harmoniously in an international and multicultural environment.

Please submit the application, CV, relevant certificates and passport photo including contact information of (3) referees to the address below **by 30 April 2024. ANY/ALL application submissions received after the closing date will not be considered.** Female candidates are strongly encouraged to apply.

The Organization has a right to close the vacancy if a suitable candidate is found before the closing date.

BAJ does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

Bridge Asia Japan, Yangon Office
No.9, U Lu Ni Street, Kye Myin Daing Township,
Yangon.
Tel: 01-2301242
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Note: Only short-listed candidates will be contacted for subsequent test/interview.
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