

Events and Administrative Coordinator – Myanmar

Background

SoCha intends to submit a proposal to provide monitoring, evaluation, and learning (MEL) expertise, as well as training services.

This activity has three primary objectives:

1. Improve capacity to design, implement, and monitor strategy.
2. Increase the effectiveness of evaluations and assessments.
3. Improve learning capacity throughout the program cycle.

Scope of Work

SoCha is seeking a full-time, Events and Admin coordinator to support this activity. This position is contingent upon award. The Admin and Events Coordinator position will report to the Learning Advisor. Responsibilities will include:

Events:

- Planning event details and aspects including budgeting, invitations, developing agendas and materials, procuring supplies, etc.
- Responsible for overseeing tasks throughout the event planning process, including meeting vendors, helping with set-up, running errands for supplies, and working with staff to ensure the completion of a successful event.
- Establishing and maintaining relationships with Vendors and venues.
- Creating reliable financial reports and collecting payments on time.
- Remaining under budget with all costs.
- Planning for potential scenarios that could impact the integrity of the event.
- Provide notetaking during events.
- Producing event reports.

Administration:

- Support the Learning Advisor in overseeing day-to-day administrative and operational tasks.
- Coordinate and support procurement procedures and administrative support for all project activities.
- Assist business administration functions such as positional email monitoring, tax registration, bill payments and filing.
- Ensure compliance with the client and SoCha policies and procedures for finance, procurement, and human resources.
- Troubleshoot operational challenges as they arise relating to technical activities expected in the delivery of this contract.

The tasks outlined above are indicative, but not exhaustive for the role and other tasks may be assigned by the supervisor or their designee.

Minimum Qualifications and Experience

- Bachelor's degree (business administration, human resources, events, or a related degree).
- At least five (5) years of demonstrable experience in office administration and events planning.
- Excellent communication skills in English and Burmese.
- Knowledge of various software packages including MS Excel, Word, and QuickBooks.

Location

Bangkok, Thailand or Yangon, Myanmar

How to Apply

To submit your application, kindly provide your CV via the following link:

<https://jobs.socha.net/events-and-administrative-coordinator-myanmar/04/22/2024/>

Position will remain open until a suitable candidate has been identified.