



HELNETAS is a Swiss and German registered non-profit international development organization operational in 30 developing countries around the world. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. Helvetas is active in 30 countries in the following three thematic areas: a. water, food and climate; b. skill, jobs and income and c. voice, inclusion and cohesion. Helvetas engages in emergency relief, reconstruction, and rehabilitation. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral organisation which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

For the Gulf of Mottoma Project (GoMP) project, we are currently looking for an enthusiastic, committed, experienced and reliable.

## Finance and Administration Officer – (100%)

This position will be based in the GoMP – Project Coordination and Implementation Unit (PCIU) in Mawlamyine, Mon State with frequent travel to project areas. The contract duration will be **six months** due to the project duration.

### MAIN OBJECTIVES

- The GoM project has a sound administrative and financial procedures that are operational and managed proficiently
- The GoM project accounts , assets, files are well maintained in line with the Helvetas policies and procedures
- Sound and user-friendly Human Resources procedures are operational and mainstreamed at the PCIU and the project field offices
- Ensure all project and partners follow Helvetas Myanmar administration and finance guidelines and contribute to the improvement of the system

### YOUR QUALIFICATIONS

- A Bachelor's degree in Accounting, Finance or Management
- At least 5 years' experience in project finance and administration
- Experience working with I/NGO or development sector
- Experience working with parnters and grant management
- Experience of direct line management of a team of support staff

### WE OFFER YOU

A multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application including your motivation letter, work certificates and diplomas by **27<sup>th</sup> May 2024**. Please note that three references are needed for shortlisted candidates. Interviews will be a combination of verbal and practical/technical exercises in English. Please send your electronic application to [hr.mmr@helvetas.org](mailto:hr.mmr@helvetas.org).

Visit our website <https://www.helvetas.org/en/myanmar>.