



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No.1711

(National Only)

Four Core values of IRC

Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

Service

We are responsible to the people we serve and the donors who enable our service.

Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

From Harm to Home

The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future.

www.theirc.org

Who are receiving IRC's services?	the most vulnerable populations
Which sectors?	Livelihoods, water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying?	Admin Assistant
Number of Opening	1
Who you report to?	Admin/HR Officer
Where you work?	Lashio, Northern Shan State
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Monthly Health Benefit + Annual Group Life Insurance + Annual 13 th Month Pay + Severance Policy + Leaves Entitlements)
When can you apply?	During 8 May 2024 to 17 May 2024
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, gender equality, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse also be working in close collaboration with program teams, operation, and admin teams. He/She will also undertake other assignments as requested by the supervisor.
What is your Job Scope?	Job Overview/Summary: The Admin Assistant is responsible for assisting the Admin/HR Officer in providing effective and administrative and field operational support.

Major Responsibilities:

Administrative Tasks:

- To assist the Admin/HR Officer in overall management in office facilities, field offices, and staff housing/accommodation and correspondent matters.

- Make travel arrangements (domestic and overseas) for IRC international and national staff, flight booking, airport pick up/drop, D-form, accommodation.
- Assist the line supervisor in coordinating with landlord any issues (e.g, contract, inventory, utilities bills and maintenance) related to office and residence facilities.
- Maintain keys and locks for all the facilities (offices and residences) and ensure the spare keys reserve in the key box.
- Manage effective courier (pouch) system for the field office, throughout project implementation area, ensuring that all pouches exchanged between Lashio field office and with are registered in a transmittal memo and appropriately distributed to recipients/ field staffs.
- Supervise and cooperate with the receptionist in processing of all incoming and outgoing packages by ensuring that all incoming and outgoing packages area accompanied by a transmittal memo.

Finance

- Prepare payment request for hotels, office, house rents, telephone and electricity, etc with the attachment of necessary supporting documents and voucher.
- Clear the petty cash at the finance department monthly with accurate vouchers as per policy and guidance.
- Assist line supervisor in cash projection.
- Update cost of living adjustment as per market survey.

Logistics and Procurement

- Ensure that the offices and residences are adequately equipped with necessary equipment and monitor the correct use of them in term of security measures and in coordination with Field Security focal.
- Work closely with Supply Chain unit to ensure that office supplies including the stationeries are purchased in a timely manner.
- Closely link coordinate with Admin/HR Officer for logistics arrangement such as communication with respective house owners for office/residence maintenance, repair and renovation.
- Prepare and update the inventory list of properties and equipment of IRC and of owner in the office and residences.
- Find staff houses, Negotiate and review lease agreements with landlord.
- Process travel requests, hotel reservation/accommodation, and travel booking for all staff travelling and visitors.
- Ensure accurate and up-to-date inventories of offices and guest house accommodation.
- Prepare travel permit and all necessities preparation such as accommodation (hotel), transportation (flight/Bus tickets) for field trip and oversea trip for all staff.
- Provide necessary assistant to supervisor for Trainings/Workshop events and external/ internal mission visit.

Other Duties

- Maintain documentation and filling systems in accordance with IRC standard and procedures.
- Support the receptionist in maintain records of telephone and fax usages.
- Support to the line supervisor for Report filling, Correspondent matters and other Mail-in out record.

- Supervise the receptionist in general activities in terms of maintenance of officer and premises, well equipped, clean and pleasant atmosphere.
- Remain flexible to perform other duties as required or requested by Admin/ HR Officer.

What should you have?

Key Requirements

- Minimum bachelor's degree.
- Diploma in Office administration as plus.
- A minimum of 2-3 years administrative support professional experience, preferable at an International NGO or institution
- Good in written and spoken English.
- Understanding of local languages are preferred.
- Strong computer knowledge and skill (Microsoft office and Excel)
- Strong organizational, communication and interpersonal skills and initiated mind.
- An ability to work in diversity working environment.
- Locals are strongly encouraged to apply.

Interested and qualified candidates are to submit a Cover Letter, Resume, NRC and Education Certificates to the Human Resources Department before the deadline.		
Deadline	Mailing Address	Email
5pm on Friday, May/ 17 /2024.	International Rescue Committee Lashio Office No 79, Tai Yone Road, Region 5 , Ward 10, Lashio Township.	HR.IRCMyanmar@rescue.org
Notes:		
<ul style="list-style-type: none"> ➤ Resume is requested to be submitted in Microsoft Word Format. ➤ Please clearly mention the Position and Location you are applying for in the email Subject Line. ➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status or disability. ➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will be subjected to the termination of the employment contract even after successfully selected. ➤ IRC regrets to inform that only short-listed candidates will be contacted. 		