

# Office Manager – Myanmar

## Background

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

This activity has three primary objectives:

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

\*\*\* Only experienced Burmese citizens and residents are encouraged to apply \*\*\*

## Scope of Work

SoCha is seeking a full-time, qualified Office Manager to support this activity. This position is contingent upon award. The Office Manager position will report directly to the Finance and Admin Manager (FAM). Responsibilities will include:

- Oversee day-to-day office operations and requirements, such as stocking supplies and maintaining supply inventory; photocopying, greeting, and receiving office visitors and callers; maintain visitor logs; and monitor office access.
- Support the FAM and Logistics Officer to coordinate and support procurement procedures and administrative support for all project activities, including support to all logistics for technical activities, and other project activities.
- Support meeting and event coordination, including booking conference space/venues, equipment, supplies, and refreshments and note-taking.
- Support the FAM with finance tasks including managing office petty cash bills payment and verifying the accuracy of invoices.
- Troubleshoot operational challenges as they arise relating to technical activities expected in the delivery of this contract.

- Support the FAM and HR Manager with induction and orientation of staff onboarding.
- Support travel logistics, including booking lodging and transportation, facilitating immigration and visa requirements, etc. for expatriate staff and visitors.

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 (finance, accounting, business administration, human resources, or a related degree).
- At least three (3) years of demonstrable experience in office administration.
- Excellent communication skills in English and Burmese.
- Proficient computer skills.

### **Location**

Yangon, Myanmar

### **How to Apply**

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

<https://jobs.socha.net/office-manager-myanmar/04/21/2024/>

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