

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for **Receptionist** position based in Yangon, Head Office. Please see the following detailed information.

SAVE THE CHILDREN INTERNATIONAL
VACANCY ANNOUNCEMENT
(FOR MYANMAR NATIONAL ONLY)
ROLE PROFILE

TITLE: Receptionist	
TEAM/PROGRAMME:	LOCATION: Yangon, Head Office
Number of Position: 1 GRADE: NAT 5	CONTRACT LENGTH: Fixed term, up to 6 months
CHILD SAFEGUARDING	
Level 1: The role holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory unless the content or location of the role changes, in which case the Child Safeguarding level will be reviewed.	
ROLE PURPOSE:	
To assist in administrative functions and manage overall communications and clerical requirements.	
SCOPE OF ROLE:	
Reports to: Sr. Support Officer Financial Approval: No financial approval External Representation: No regular contact Travel: None	
KEY AREAS OF ACCOUNTABILITY	
<ul style="list-style-type: none"> • Receiving visitors at the front desk by greeting, welcoming, and directing them appropriately • Responsible to answer telephone transferring calls, taking messages, and handling referring general enquires as appropriate.' • Ensure the reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms, and brochures) • Maintain and update lists of phones & addresses of Save the Children area offices, INGOs, NGOs, UNs, Embassies, Government offices, service providers, etc. 	



- Manage and record daily outgoing and incoming local and overseas correspondences (incl. payments)
- Provide basic and accurate information in-person and via phone/email
- Maintain office security and hygiene standards by following safety procedures and controlling access via the reception desk (monitor logbook, attendance ..etc)
- Assist in Issuing of staff's business cards, stamps, and ID cards.
- Maintain office supply stocks and place orders as authorized and receive deliveries.
- Distributing/sending packages and documents via service of Royal/MGL
- Performs other duties

Others

- Maintain and organized administrative files and records (check and update)
- Type office letter in both Myanmar and English as requested
- Arrange refreshments/meals for meetings and workshops in the office
- Managing office inventory such as stationery, equipment, and furniture

Child Safeguarding Responsibilities

- Develop and pilot practical day-to-day approaches to increase awareness, commitment and interest in child safeguarding amongst staff members

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity
- Always acts in the best interests of children

EXPERIENCE AND SKILLS

- At least 1 year of proven work experience as a Receptionist, Front Office Representative, or similar role
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills

- Multitasking and time-management skills, with the ability to prioritize tasks
Bachelor's degree; additional certification in Microsoft and adobe photoshop required (intermediate level) is a plus.

General:

- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All staff has an obligation and a responsibility to:

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

All managers have the above responsibilities as well as ensuring

- Their staff are doing the above.
- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

I Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

[Click here To Apply](#)

Closing Date : 23 May 2024 (Thursday)
No more later than 5:30 PM.

User Guide for Applicants at SCI >> [Click here](#)

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.

Remark: For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short