



## SOPYAY MYANMAR DEVELOPMENT ORGANIZATION

385/B1, Ground Floor, Yae Ku Ywarma Street, (9) ward, Kabaraye,  
Mayangone Township, Yangon, Myanmar.

Tel : 0095 (9) 5411 254, 0095 (9) 4500 29971, 0095 (9) 49574495

Fax: 0095 (9) 730 80067

E-mail : sopyaymyanmar@gmail.com

### Vacancy Announcement #022-2025

Dated: 6<sup>th</sup> May 2025

Sopyay Myanmar Development Organization (SMDO) is a local non-governmental organization, working in Emergency Relief, DRR, WASH, and Community Driven Development area. SMDO is working under Local NGO registration number 1/Local/0082. SMDO is now seeking a qualified candidate for **Office Assistant**.

Position	: Office Assistant
Category	: 4
Numbers of posts	: 1
Duty Station	: Yangon
Gender	: Male (or) Female
Period	: 3 months with possible extension
Reporting to	: Admin & Finance Officer
Closing Date	: 9 <sup>th</sup> May 2025 (as soon as possible)

### Personality:

Expected a person who is dedicated, hardworking, self-confident, and competent, has good cooperation skills. Candidate must have qualifications relevant to the job position, self-respected, motivated, and respectful to others and your team, your work, your beneficiaries, your implementing partners and your environment, be polite and built-up trustful communication and Humanitarian ethic respected personnel.

### Role and Responsibility:

The Office Assistant assists your team in office implementation activities and other communication and coordination with communities, training, workshops and meetings arrangement etc. And keep recording the documentation along with your work and reporting in accordance with the guidance and principle of the organization.

He/She is responsible for participating in the Emergency Response Team (ERT) and carry out the emergency response actions, in case of emergency or conflict situation. He / She must work closely and communicate with personnel in different levels, partners and stakeholders that involved in the program / project activities.

### Needed Qualification:

- Bachelor's degree holder in any disciplines
- Must have minimum 2 years of experience in related field
- Ready to get learning further study for your own skill development



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- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Having good practice on Microsoft package
- Having good leadership skills and team management skills
- Ability to work systematically, accurately, independently and under pressure in a physically challenging environment
- Flexibility- ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy
- Good interpersonal communication skills

### Job Description:

- Purchasing for monthly office requires stationery and utility materials with the coordinator of all department
- Maintain office supply stocks& Inventory, shopping and placing orders as authorized, receive deliveries
- Make travel bookings for staff, get information and make arrangements
- Oversee regular maintenance and repairs of office equipment such as Printer, Computer, etc.
- Document and ensure systematic filing of office documents
- Assist supervisor in SMDO network events, workshop and training for logistical support
- Scanning/copying and providing general support for office tasks
- Provide support with Insurance process as necessary
- Granting strict confidentiality of employees' personal files and other private HR documents
- Provide support with staff ID Card
- Other job duties as assigned by supervisor
- Attend any kind of capacity-building training assigned by the management team if necessary
- Reliable to tackle the problems and issues during your tasks with regard to the humanitarian code of conduct, organizational guidelines, and principles.
- Communicate, compromise, coordinate, and cooperate in every manner of interconnection with SMDO team members (Senior Management, Operation team, M&E, and other counterpart relationship)
- Speak up and give any feedback and suggestion in a time-to-time manner to promote your work and your organization
- Never ever related to any kind of conflict of interest, Fraud, and Corruption
- Ensure coordination with the project team and to behave report back with consistency



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Interested candidates should apply by submitting their Cover Letter, Curriculum Vitae and contact details of 2 Referees by email to [hr.recruitment@smdo-mm.org](mailto:hr.recruitment@smdo-mm.org) . Please use subject heading: "Application for Office Assistant based in Yangon".

**Office Phone:** 09-987413687 (9:00AM to 5:00PM)

**Please Note:** We regret to inform you that only short-listed candidates will be contacted for interviews. SMDO is committed to the well-being of Protection of Sexual Exploitation Abuse (PSEA). All staff are required to sign and adhere with CoC and PSEA policy at all the time.