



Asian Harm Reduction Network (AHRN)

JOB VACANCY AHRN/YGN/25/015

Date: 8 Apr 2025

Position : Admin/Finance Assistant (1 Post)

Location : Indaw, Sagaing Region

The Asian Harm Reduction Network (AHRN)-Myanmar is an International Non-Governmental organization, which is implementing a harm reduction programme to reduce HIV transmission among people injecting drugs, their (sexual) partners and the communities they live in by providing support to implementation of harm reduction interventions and to create an enabling and supporting environment through advocacy, capacity building, training and service provision.

AHRN-Myanmar is looking for highly motivated and reliable individuals who are keen to be part of an active team/organization that delivers wide range of services to improve the health of vulnerable person to fill in the position of “**Admin/Finance Assistant**” for its ongoing Harm Reduction activities in Myanmar.

- The position is full-time, based in **Indaw, Sagaing Region** with a probation period of three months.
- Starting date of the contract: As soon as possible

Personal and Professional Requirements

- Degree or Relevant Diploma in Account and Administrative
- 1-2 years working experience with INGOs or NGOs in the related field;
- Good communication in Myanmar, English language, both written and spoken;
- Excellent communication and networking (interpersonal) skills;
- Computer skill (office application); knowledge of inventory system is an asset
- Ability to work comfortably with international partners i.e., INGOs, NGOs and with expatriates;
- Ability to prioritize multiple tasks in restricted timeframes;
- Ability to be a team-player and work under pressure situations;
- Willingness to work with drug users and their families;
- Keen interest in contributing to HIV/AIDS responses in Myanmar;

Main Responsibilities

Office/Administrative Support Tasks

- Ensure adherence to AHRN Standard Operating Procedures Manual by project staff;
- Providing administrative support to the ongoing activities at project operations;
- Act as a focal point between Yangon Finance Team and project operations;
- Draft correspondence (i.e., monthly reports, invitations, correspondence) for the concerned Government, I/LNGOs and UN agencies in consultation with the Project Manager;
- Assist Project Manager in reporting any non-adherence incidences of the established AHRN Standard Operating Procedures Manual at project site operations;
- In absence of Project Manager and or not follow up of non-adherence issues ensuring it is brought to the notice of Project Management Team;
- Maintaining and follow up of all contracts (i.e., AHRN DIC/OPO house, AHRN residence, car, etc) and providing update to Project Manager and Head of Finance of Yangon Head Office;
- Ensure dual (i.e., manual and electronic) documentation to record daily activities based on existing recording administration system such as payment vouchers, library records, music CD-ROM and sport equipment etc;
- Maintaining records (i.e., personnel files with personal leaves, warnings, ToRs, performance evaluation and medical reimbursement requests...etc) of project operations and ensuring that Head of HR based in Yangon Head Office is updated and received copies of these records for Yangon Head Office personnel files;
- Preparing the “ToRs” of the staff of project site operations in consultation with the Project Manager;

Financial Support Tasks

- Manage/update AHRN asset control database and ensure that all the assets of Yangon office are tagged with serial number and source of purchase;
- Conduct asset and inventory physical count together with Logistic staff as per procedure;
- Managing daily record of Cash Book, including handling daily cash payments, daily expenses of project operations as per Finance and Logistic procedure;
- Keeping track of the accurate recording of "cash balance in the Cash Book and the actual cash in hand of project operations;
- Assist Project Manager in daily / monthly cash counts and surprise cash count;
- Liaise and discuss the financial issues with the Head of Finance of the Yangon Head Office;
- Financial control of normal expenses of project operations, in line with the approved budget provided by Yangon Head Office;
- Ensuring that the vouchers/receipts are authentic and the expenses made are in accordance with the established office/financial procedures. If any discrepancies are found they are to be discussed with the Head of Finance Yangon Head Office and Project Manager for further follow up;

- Ensuring a smooth cash flow to project site operations by submitted monthly cash projection to the Head of Finance of the Yangon Head Office about the money needed through bank transfer at least two days in advance;
- Compiling monthly completed financial documents and sending it to the Finance Unit of Yangon Head Office with the supporting vouchers/receipts;
- Ensuring that all the expenses in the monthly cash book are recorded within the respective budget lines as per the budget provided;
- Ensuring that all the finance related works are being performed in accordance to AHRN Financial Procedures;
- Ensure payment concept against actual expense disbursement (e.g., Driving km Vs fuel consumption claim);
- Reporting/discussing all the updates of Admin/Finance related matters to the project manager at the weekly meetings;

Application deadline: 22 Apr 2025

Applications should address all Selection Criteria, and should include a cover letter along with a copy of current Curriculum Vitae listing two referees and their complete contact details (i.e., name, position title, organization, phone, fax, email, and mailing address details). Attention to **Human Resources Team, Asian Harm Reduction Network (AHRN-Myanmar)** and send the applications to:

AHRN Yangon Office : No.125 (B5+B6), Bo Saw Aung Street, 8 Mile, Mayangone Township, Yangon.

AHRN Kathar Office : No.31, Street (1), Ward (5), Katha Township, Sagaing Region.

Or e-mail to jobs@ahrnmyanmar.org, online applications should be clearly mentioning the job title and location in the subject line.

Additional information: -

- Only short-listed candidates will be contacted for a personal interview.
- Please do not send original documents as it will not be returned.

AHRN has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. AHRN expects full commitment of its employees with AHRN Code of Conduct including PSEA policy.