



## **Gathering House Youth Empowerment Society**

### **Vacancy Announcement**

**(VA00925, GHYES-HR)**

Gathering House Youth Empowerment Society is seeking a highly skilled and experienced applicant for the following vacant position.

**Position Title:** Admin and HR Assistant

**No of Position:** One Position

**Location:** Mandalay Region

**Desired Start Date:** As early as possible

**Duration:** One Year Contract (Possible Extension)

**Reports to:** HR Officer & Admin and Logistics Officer

**Closing Date:** After having identified a suitable candidate

#### **Background:**

**Gathering House Youth Empowerment Society** is a dynamic and fast-growing youth organization founded in 2020. Our vision is to empower young people to build a society that is both peaceful and comprehensively developed. We are committed to achieving this through our mission of working alongside young people and youth organizations to empower and support them to become active agents of positive change in their communities. By doing so, we aim to build a peaceful and comprehensively developed society where every young person can reach their full potential. Our core values reflect who we are as an organization and guide our work. We value ***diversity and non-discrimination***, recognizing and embracing differences among individuals. We foster ***innovation***, encouraging creativity and new ideas in our work. ***Mutual respect*** is at the core of our interactions, promoting a culture of collaboration and teamwork. We prioritize ***transparency*** in all aspects of our operations, promoting open communication and accountability. We take ***responsibility*** for our actions and their impact, committing to ethical and sustainable practices.

As an active youth organization, we are committed to the growth and development of our team members. We provide a dynamic, flexible and supportive work environment where every team member is encouraged to thrive and reach his or her full potential.

**Job Summary:** We are looking for a dedicated and proactive Admin and HR Assistant to support both our human resources and administrative functions. This role will be responsible for keeping accurate leave records, managing the leave process, and assisting with field-level recruitment tasks such as coordinating interviews, gathering time sheets, and aiding in the staff contracting process. In addition, the Admin and HR Assistant will handle various office administrative duties, including managing office utilities and inventory, and ensuring smooth daily operations. The position also involves overseeing procurement activities at the field level, ensuring adherence to internal and donor policies, budget constraints, and maintaining high standards. This role requires close collaboration with suppliers, internal departments, and stakeholders to enhance supply chain operations, manage contracts, and reduce procurement risks.

### **Key Responsibilities:**

#### **Administration Responsibilities:**

#### **Office Management:**

- Maintain office supplies and inventory.
- Ensure office equipment is functional (printer, phones, etc.).
- Coordinate office maintenance and repairs including assets and properties promptly.
- Assist in developing procurement plans based on need of field office.
- Maintain up-to-date knowledge of market trends, pricing, and supplier availability in field implementation areas.
- Assist in contracts management, renewals tracking, and follow-ups.
- Account for the overall compliance with assets, properties and premises management procedures.

#### **Documentation and Filing:**

- Maintain organized digital and physical records in field office and report to respective supervisors.
- Assist with data entry and document management in field office.
- Maintain logbooks, which are checked every week. Driver records contain all fuel and maintenance costs in the logbooks, indicating the reading on the odometer at the time of the expense.

#### **Travel & Logistics:**

- Arrange travel, accommodation, and transportation for field staff with the supervision of Admin and Logistics Officer.

**Procurement Support:**

- Assist in vendor management and procurement processes in field implementation area.
- Prepare purchase requests and follow up on orders.

**HR Responsibilities:**

- Maintain and update employee records in HR systems.
- Track employee attendance, Leave, and contracts.
- Collect and process timesheets for payroll.
- Maintain training records and track employee participation.
- Assist in enforcing organization policies and procedures.
- Support disciplinary procedures and grievance handling.

**Essential Qualifications and Experiences:**

- Bachelor's degree in human resources, Business Administration, Management, or a related field.
- A Diploma or certificate in HR, Office Administration, or related area can be an added advantage.
- 1-3 years of experience in administrative or HR-related roles.
- Experience in handling office coordination, HR documentation, and payroll support is beneficial.
- Strong knowledge and experience of implementing procurement processes, driving contract compliance and embedding buying best practices
- Strong interpersonal and communication skills.
- Ability to work under pressure and meet deadlines.
- Proficiency in MS office (Word, Excel, PowerPoint, Outlook)
- Document management and record-keeping skills.
- Ability to handle travel arrangements and office logistics.
- Knowledge of HR policies, labor laws, and best practices.
- Experience in recruitment, onboarding, and employee records management
- Basic understanding of payroll processing and leave management.
- Ability to maintain confidentiality and handle sensitive HR matters.

**Benefits**

- Competitive salary and allowance (About 300 USD, based on qualifications and experience)
- A supportive and collaborative work environment that fosters continuous learning and growth

- Valuable hands-on experiences and exposure, providing opportunities for professional development and career advancement
- Capacity building initiatives such as workshops, training programs, and conferences to enhance your skills and knowledge

If you meet the qualifications and are passionate about making a positive impact on the lives of conflict-affected individuals, we encourage you to submit your application.

### **How to Apply:**

Interested persons should submit an application and updated CV, including educational qualifications, recommendations of previous organizations, contact number and contact details of at least two professional references to [recruitment@ghyes.org](mailto:recruitment@ghyes.org) with the title of the position, **(Admin & HR Assistant, VA00925)** applied for. Only shortlisted candidates will be contacted for relevant tests and/or interviews.

Gathering House is dedicated to upholding Equal Employment Opportunity, ensuring that individuals are recruited without regard to their race, ethnicity, religion, or gender. Our organization is deeply committed to promoting the welfare of children and advocating for gender equality. We maintain a zero-tolerance policy towards child abuse and sexual harassment.