

<b>Position title</b>	:	<b>Admin, Logistic and Finance Assistant</b>
No. of Post	:	(1) Post
Project	:	<b>Comprehensive MHPSS and Protection Services for IDPs and Host Communities in Pakokku</b>
Duty Station	:	Pakokku
Report to	:	Operation Manager and Programs Finance Manager
Contract type	:	<b>Full-time employee</b>
<b>Application Deadline</b>	:	<b>until a suitable candidate is selected</b>

Guardian Network, established in July 2010, is a non-governmental, non-profit, non-political and non-religious local NGO based in Pakokku, Magway Division, Myanmar. The organization focuses on child care, capacity building, and community service programs. Guardian Network's Vision is to **continuously train youths and community to develop educated knowledgeable to productive Good Citizen.**

### Project Background

The 2024 protection report for Myanmar's Dry Zone highlights an escalating humanitarian crisis due to ongoing conflict, displacement, and restricted access to essential services. Over 2.9 million people are now displaced. The Protection Cluster, responsible for addressing the needs of the most vulnerable, has struggled to provide adequate services, reaching only 8% of its target population by March 2024. Based on our experience there is a significant demand for mental health and psychosocial support services among internally displaced persons (IDPs) and vulnerable host communities, particularly in areas affected by conflict and displacement. Specific needs include trauma counseling, psychosocial support for children, and interventions addressing gender-based violence (GBV). The most severely impacted areas are Pakokku Township and its surroundings, where a lack of structured MHPSS services, child protection mechanisms, and safe spaces for children has been reported.

Guardian is implementing the project "To improve the mental health and psychological well-being of IDPs and host communities in Pakokku through comprehensive protection measures and tailored psychosocial support services by fostering community resilience and long-term well-being"

### Duties and Responsibilities

#### Administrative Support

- Organize and maintain project documents (invoices, POs, meeting records, etc.).
- Assist with monthly and periodic report preparation.
- Provide clerical and scheduling support, including minutes-taking.
- Ensure compliance with internal and donor administrative procedures.

### **Logistics Support**

- Assist with procurement: quotations, purchase requests, documentation.
- Coordinate transport of goods and personnel to project sites.
- Maintain vehicle records: fuel logs, maintenance, schedules.

### **Finance Support**

- Maintain basic expense records and support petty cash handling.
- Assist in invoice verification and payments tracking.
- Support financial reporting and document archiving.

### **Coordination & Communication**

- Liaise with suppliers and service providers for timely delivery.
- Support communication between field and main office teams.
- Handle inquiries related to administration and logistics.

### **Asset & Resource Management**

- Maintain and update asset registers.
- Ensure proper handling of field and office equipment.

### **Emergency Support**

- Be available for field visits to assist in urgent distributions.
- Support safety and security protocols during relief operations.

### **Key Communication Skills**

#### **1. Internal Communication**

- Communicate clearly with field teams and supervisors to ensure smooth operational workflows.
- Report any financial, logistical or administrative challenges promptly to the line manager.

#### **2. External Communication**

- Maintain professional and efficient communication with suppliers, contractors, and service providers.
- Represent the organization positively when engaging with community leaders or local authorities.

### **Skill Competencies and Requirements**

#### **1. Qualifications and Experience**

- A diploma or degree in business administration, logistics, supply chain management, or a related field.
- Previous experience in finance, logistics or administrative roles is an advantage, especially in humanitarian projects.

#### **2. Skills**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Basic knowledge of financial management, procurement and supply chain principles.
- Strong organizational and multitasking abilities.

### 3. Personal Traits

- Attention to detail and ability to work under pressure in fast-paced environments.
- Flexibility and adaptability to changing priorities and urgent tasks.
- Commitment to humanitarian principles and the organization's values.
- Must adhere to Guardian Policies and Procedures.
- To take any other relevant duties as may be assigned by the Supervisor.

### Integrity

#### 1. Accountability

- Ensure transparency in all administrative and logistics-related transactions and processes.
- Report any discrepancies or irregularities in resource use or procurement.

#### 2. Confidentiality

- Protect sensitive project data, including financial records and beneficiary information.

#### 3. Ethical Conduct

- Uphold organizational and donor guidelines for procurement and logistics.
- Avoid conflicts of interest in dealings with suppliers or contractors.

**Application Process:** Interested candidates are invited to submit their **application letter with expected salary, and CV with two referees** (PDF format) to: **Email:** [hr.guardian1@gmail.com](mailto:hr.guardian1@gmail.com) (or) In person to **Head Office-** Guardian Network, Ward (12), Nga Gyin Street, Pakokku, Phone: 09-260254542.

**Deadline:** As soon as possible and applications must be accepted until a suitable candidate is selected, please clearly mention the **position title** in the subject line of your email. Only shortlisted candidates will be contacted.

**Guardian is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disability are also encouraged to apply. "Priority will be given to local applicants only."**