

**CRS Myanmar Job Announcement:
Administration Officer (1 position - Based in Mandalay)**

Job Title: Administration Officer	Reports to: Senior Administration and Procurement Officer
Department: Operations	Salary Grade: 5

This position is offered as an initial six-month contract, with the potential for extension depending on funding availability

About CRS

CRS is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

You will coordinate the provision of responsive, effective, and efficient administrative services in support of the CRS mission to serve the poor and vulnerable. You will help ensure stewardship of resources and a high-quality service approach are integrated into administrative systems, policies, and procedures.

Roles and Key Responsibilities:

- Coordinate and report on activities and required resources to ensure cost efficient and quality service delivery from administrative support functions.
- Help ensure administrative systems, processes, and policies are in line with agency standards and donor and local law regulations.
- Engage with relevant external stakeholders (local authorities, landlords, service providers, etc.) on assigned administrative matters and help ensure required authorizations and documents are up to date.
- Coordinate the efficient use of country program assets and rented facilities. Help ensure fully compliant procurement of office materials and asset management systems.
- Help identify safety issues and ensure a safe and sound work environment.
- Coordinate the provision of travel and logistics support and services to staff and visitors. Coordinate event planning activities, including delegation visits, training, and workshops.
- Undertake administration-related tasks as directed by senior management, depending on the need.

Basic Qualifications

- High School diploma required. Bachelor's degree in business administration or relevant field preferred.
- Minimum of 2 years' work experience in administrative support functions, with increasing responsibility. Experience with a local or international NGO a plus.

Required Languages - Fluency in English and Myanmar language is required.

Travel - Must be willing and able to travel up to 25%

Knowledge, Skills and Abilities

- Good planning, organizational and time management skills
- Strong customer service orientation with very good communication and interpersonal skills
- Ethical conduct and ability to maintain confidentiality.
- Proactive, resourceful, solutions-oriented, and results-oriented

Preferred Qualifications

- Additional education may substitute for some experience.
- Experience and proficient skills in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems.

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Supervisory Responsibilities: Cleaner, driver (if applicable)

Key Working Relationships:

Internal: Country Representative, Country Manager, Head of Operations, Program teams, Administration and Finance teams, visiting Technical Advisors

External: Vendors, suppliers, local partners, local authorities

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer.

Interest candidates should submit their CV and cover letter, **on or before 18th April 2025.**

To CRS recruitment email: mm.recruitment@crs.org

By applying to this job, the applicant understands and acknowledges that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, the applicant understands that if s/he is a successful candidate, s/he will be subject to a comprehensive background check, and their personal/professional references will be asked to evaluate their behaviors related to the above safeguarding-related topics.