

Vacancy Announcement

Vacancy ID: 250044

Background

MSI Reproductive Choices also known as Marie Stopes International, an international non-governmental organization (INGO) implements sexual, reproductive, maternal, newborn, adolescent and child health; and HIV prevention, treatment and care interventions in a range of locations in Myanmar. MSI delivers information, commodities and services through centre based, mobile outreach, social marketing channels and other effective and adaptive approaches. As a social business, MSI Reproductive Choices focuses on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.

Title:	Admin and Logistics Assistant (Short-term contract, Emergency Response)
Number of Opening	One
Duty Station:	Mandalay
Duration:	Three months initially (Renewable subject to fund availability)
Opening Date:	5th May 2025
Closing Date:	until candidate identified

Overall Responsibility

The Admin and Logistics Assistant's overall responsibility is to provide general administrative and logistics support to the team for smooth office running and field operations of Marie Stopes International Myanmar.

Specific Responsibilities:

Procurement and Stock Control

- Process local purchase as appropriate of the following items
- Supplies (e.g. Office equipment, office furniture, stationery, medical supplies, utilities etc.)
- Hiring of vehicle, hotel, training venue
- Renovation, repair/maintenance service of building, equipment
- Ensure adherence to MSIM procurement policies and procedures
- Order required stock to the Yangon Support Office and do follow up according to request
- Assist monthly physical stock taking
- Ensure sufficient stock is available of office stationeries, supplies, utilities communication items and forms for service provision and project activities and proper usage of these items/systems
- Fixed Asset Registered will be maintained by Head Office. In this regard CRA will provide information. Each clinic will get an updated copy six monthly for their record.
- Monthly Stock Taking Report
- Monthly Stock Balance Report and Damage Report

Lease Contracts, Refurbishment and Renovation

- Assist to ensure that all contracts including for office, vehicles are up to date and include all necessary information
- Assess the need for refurbishment/renovation of office
- Assist in calculating of estimate cost for refurbishment or renovation
- Assist in dealing with landlord, refurbishment/renovation service provider/s as appropriate

- Support for effective and efficient office refurbishment

Manage operations of vehicles and office generators and Maintenance

- Ensure systematic usage and operation of vehicles and generators according to the needs for operations
- Keep vehicles and generator logbooks including fuel consumption properly
- Submit monthly generators and fuel consumption report to Yangon Support Office
- Ensure maintenance by a checklist system and other tools of office, clinics, vehicles and equipment according to maintenance schedule and report to Yangon Support Office every six monthly and as needed

Travel and Transportation

- Involve in planning for community mobilization activities together with center team including field team
- Arrange vehicle, transportation and other assistance for community mobilization activities
- Arrange accommodation, transport and other requirements for field-based team members as well as work related visitors

Overall Administration

- Provide administrative support to office/center management and all team members
- Maintain Systematic filling of documents, records and reports
- Perform administrative tasks in the office, dispatch, attendance and leave recording
- Ensure effective incoming and outgoing communication and records system
- Assist in organizing of meetings, trainings, workshops, special event and other related activities
- Assist in ensuring safety and security
- Draw, prepare leave plan of team member for management information
- Leave balance calculation for all team members for management information
- Leave balance calculation for all team members at the end of each month
- Submit monthly reports such as attendance summary, fuel consumption summary
- Implement any other tasks assigned by the supervisor for the smooth running of the office and program activities
- To be sensitive and responsive about the need of the communities and to maintain a positive clinic environment with the communities, partners and other relevant agencies

Requirements

- Any bachelor degree
- At least two years' experiences in related field

Person Specification

- Interested in non-discriminative humanitarian work
- Must be initiative
- Good interpersonal and communication skill
- Good in computer literate

Safeguarding Commitments and Values of MSI

MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of our services, especially children, young people and vulnerable adults.

MSI Reproductive Choices has zero tolerance towards sexual exploitation and abuse and sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of power and harassment); and fraud, bribery and corruption. To ensure that individuals with a substantiated history of any of those misconducts are not hired by the organization, our selection process will include rigorous background checks related to PSEAH including child abuse.

MSI team members are expected to actively promote and live by our core values: mission driven, client centered, accountable, courageous, resilient, and inclusive. As we embrace diversity, equality and inclusion principles in our work and encourage applicants from diverse backgrounds to apply.

To Apply: Interested person should submit the application letter, curriculum vitae with relevant documentation and a recent photo to the address below. Only short-listed candidates will be contacted.



Applications should be addresses to:

Human Resources Department

MSI Reproductive Choices

No 25/A-8, Aye Yeik Thar (2) Street, New University Avenue, Road, Saya San
Ward, Bahan Township, Yangon , 11201, Myanmar or

[Click here to apply:](#)

Note: Applicants are also requested to mention in the applications if there are blood/marriage relationships with the existing employee of MSI. Employment contract will be terminated if failure to do so.