

## Vacancy Announcement

**Vacancy ID:250065**

### 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.

MSI Reproductive Choices seeks qualified and experienced candidates for the following position:

Title:	<b>Admin, Logistics and Data Assistant</b>
Number of Opening:	<b>One</b>
Reporting to:	<b>Township Manager</b>
Duty Station:	<b>Nangsang Township, Southern Shan State</b>
Duration:	<b>up to December 2025</b> <b>(Renewable subject to satisfactory work performance and fund availability)</b>
Opening Date:	<b>1<sup>st</sup> July 2025</b>
Closing Date:	<b>15<sup>th</sup> July 2025, 5:00 PM</b>

### Overall purpose

The Admin, Logistics and Data Assistant's overall responsibility is to provide general administrative and logistics support to the team for smooth office running and field operations of MSI Reproductive Choices.

### KEY RESPONSIBILITIES:

#### 1. Procurement

- Process local purchase as appropriate of the following items • Supplies (e.g. Office equipment, office furniture, stationery, utilities etc.)
- Hiring of vehicle, hotel, training venue
- Renovation, repair/maintenance service of building, equipment
- Ensure adherence to MSIM procurement policies and procedures

#### 2. Stock Control

- 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

#### 3. Lease Contracts

- Assist to ensure that all contracts including for office, vehicles are up to date and include all necessary information

#### **4. Refurbishment and Renovation**

- 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

#### **5. Manage operations of vehicles and office generators**

- 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

#### **6. Maintenance**

- 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

#### **7. Travel and transportation**

- Involve in planning for mobile clinics operation together with mobile clinic teams
- Arrange vehicle, transportation and other assistance for mobile clinic trips
- Arrange accommodation, transport and other requirements of field-based team members as well as work related visitors

#### **8. Data management**

- Collect the data monthly from team members and check, validate and enter data
- Work closely with project team members to ensure that electronic data are correct and accurate
- Ensure all data and records are properly and systematically digitalized through data entry with adequate tracking, quality checks, inaccuracies of information entered
- Assist in reporting by checking data is current and compatible with the reporting period
- Assist in updating and utilizing routine MSI data and information of the field
- Extract, compile and analyze service data from existing data source
- Working with the project team to ensure regular backup and security of all information at the field office level
- Assist project team in planning and implementation monitoring, review and evaluation of the DQA activities
- Prepare data analysis report on regular basis (table, bar chart, graphs, maps for information sharing to project team)

#### **9. Overall Administration**

- Provide administrative support to office/centre management and all team members
- Maintain systematic filing 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 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.

### **Other Responsibilities**

- Implement any other tasks assigned by Centre Manager/Township Manager/ Township Coordinator as necessary

### **Requirements**

- Any bachelor's degree
- At least two-year experience in related field
- Basic Microsoft package is a must

### **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.