

Vacancy Announcement

Programme Assistant – Yangon (home based with frequent travels)

(12 months, with possibility of extension)

We are an INGO seeking to recruit a talented and enthusiastic person to fill the position of **Programme Assistant**. This person will be a member of the programme team providing support to Programme staff and partner organizations, primarily on programme implementation, procurement & logistics, and administration related to workshops, trainings, and other events.

The Programme Assistant will report to the Head of Programme and will have functional links to the other Finance, Admin and Programme staff.

Specific responsibilities

Event Support:

- Assist in the implementation of trainings, workshops, and other events by arranging travel, accommodation, venues, and necessary materials in coordination with Admin, Procurement, and Logistics staff.
- Prepare and organize meeting notes, ensuring accurate and detailed minutes are taken and summaries from workshops are prepared as required.

Programme Implementation:

- Support Programme Staff in developing and testing new training materials.
- Assist in the implementation of programmes, travel, and events within Myanmar and occasionally in Thailand and other SEA countries as well.
- Coordinate with partner organizations to support programme implementation and address procurement and logistics needs.
- Travel to programme implementation sites within Myanmar to support programmes, workshops, trainings, and other events as required.
- Work closely with the Procurement and Logistics team to ensure timely procurement of materials and services required for programme activities.

Project Coordination Support:

- Collaborate with Programme Coordinators to ensure the effective implementation of projects, providing support in Monitoring, Evaluation, Accountability, and Learning (MEAL) activities, reporting, and other related tasks.
- Assist Programme Coordinators in coordinating partner project meetings and partner capacity-building activities.

Administrative and Financial Support:

- Prepare training, travel, and activity advance requests and manage settlements.
- Maintain sound financial and administrative filing systems and procedures in coordination with Finance Coordinators and Admin staff.
- Provide additional finance, admin, and programme support as required by the line manager.

Communication and Coordination:

- Facilitate effective communication and coordination among Programme Staff, partner organizations, and other relevant stakeholders.
- Assist in the preparation and dissemination of programme-related information and documentation to relevant parties.

Qualifications

- At least three years of experience in programme implementation and administrative support work in the development or humanitarian sectors.
- Strong command of Microsoft Office.
- Service-minded and solution-oriented approach.
- Clear track record in supporting procurement and logistics.
- Good command of written and spoken Burmese and English.
- Willingness to travel throughout Myanmar.
- Relevant degree or equivalent experience in administration, logistics, programme management, or related fields.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in MS Office Suite and other relevant software.
- Experience in programme implementation, logistics, and administrative support is preferred.

The benefit package for the position includes competitive remuneration with base salary depending on qualifications and experience. Other benefits include social security and medical insurance and medical reimbursement.

The contract is initially for 12 months and is eligible for extension subject to performance and funding availability.

Starting date: ASAP

Weekly working hours: 40 hours per week.

Closing Date: Applications will be continuously reviewed by 12 Jul 2024.

How to apply: Please submit your CV, application letter and two current references using to recruitmentmyanmar@proton.me

We promote equal opportunity in terms of gender, race/ethnicity and belief and encourage all qualified and interested candidates to apply.

Please note that only candidates shortlisted for written tests and interviews will be contacted.
The position is contingent upon funding.