

Plan International Myanmar

Terms of Reference

Position	: Admin and HR Assistant
Report to	: Response and Recovery Manager
Number of Position	: 1 Position
Location	: Mandalay
Assignment Type	: Service Agreement
Duration	: Joining date till end of December 2025
Travel percentage	: 50%

ABOUT PLAN INTERNATIONAL MYANMAR

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts. In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

JOB BACKGROUND

A 7.7 magnitude earthquake struck central Myanmar on March 28, 2025, causing significant loss of life, infrastructure destruction, and compounding an already dire humanitarian crisis. Plan International Myanmar has been on the ground working hard to reach children and their families affected by the earthquake, providing immediate life-saving relief assistance and long-term recovery effort.

JOB PURPOSE

The Admin and HR Assistant is responsible for the day-to-day Administrative and HR support activities in Mandalay Office, complying with statutory obligations and best practices of Admin and HR policies and procedures to ensure effective S/he will support for the field office, and reward employees to support organization's objective and long-term plan of Plan International Myanmar.

DIMENSION OF THE ROLE

This position reports to the Response and Recovery Manager and has to support administrative and HR-related tasks for office operation and program implementation.

ACCOUNTABILITIES

- Support Admin and HR daily tasks such as filing, copying, printing and scanning the documents.
- Assist Response and Recovery Manager in collecting and checking timesheet, leave forms and TA forms.
- Assist in keeping the record and tracking leave balance, monitoring TA and PR, and to update as necessary.
- Assist recruitment process and induction for new joiner.
- Assist in arranging development training and program related training records as required.
- Manage the office petty cash process (for office utilities and small supplies).
- Manage daily in/out stock of Stationary, equipment & furniture through manual and electronic record.
- Assist in arrangement for accommodation, transportation (Flight ticket, taxi), event, training, meeting and workshop for project team and visitors.
- Ensure printing, checking and keeping monthly attendance record for field team
- Ensure office buildings meet basic requirements such as neat, clean and healthy environment and having good electricity system.
- Supervise the schedule and performance of casual workers if required, and ensure domestic items are cleaned and kept systematically.
- Assist in regular repairing & maintenance process of office building and equipment, as well as payment process.

DURATION AND WORKING HOUR OF THE ASSIGNMENT

The assignment is a full-time engagement during the period and based in Mandalay Office with 50% travel. Plan International Myanmar will cover for the transportation, Accommodation and per-diem for the required business travel. The consultant is required to work 5 days per week, with 8 hours per working day. Weekends and public holidays, as observed and confirmed by Plan International Myanmar, are entitled.

SAFEGUARDING COMPETENCIES, CRITERIA AND LEVEL OF CONTACT

- Ensure the delivery of HR and Administration functional area work in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Safe Recruitment, selection and engagement. This includes conducting risk assessments and implementing safeguarding protocols
- Ensure engagement local supplier, vendors and stakeholders in line with the safeguarding standard "Safe recruitment, selection and engagement", "Working with Safe Partners" and "Building Positive and Safe Relationships with Children and Programme Participants".
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or implementation with the children and programme participants.

- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Apply all relevant standards to their area of responsibility.
- Identify and address gaps within implementing standards in area of responsibility.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.

DEALING WITH PROBLEMS

- Ability to collect information and support Line Manager for decision making at the field implementation level and coordinate with CO Administration and HR team when there is any issue arise for administration and HR matters.
- Take decisions based on the correct applications of Plan policies and procedures.
- Ability to manage stress, possible anti-NGO sentiment and security risks.

KEY RELATIONSHIPS

Internal contacts:

Position	Reasons for contact	Level (high, medium, low)
Response & Recovery Manager	Support reinforce policy and procedure, seeks suggestions or recommendation in improving efficient and effective systems and procedures. Reporting any supply chain related matters.	High
Finance team	Advance, payment submission	High
Program team	Receive and acknowledge PRs, TA for administration process	High
CO Admin and HR team	Coordinate for Admin and HR related matters.	Medium

External contacts:

Agency	Reasons for contact	Level (high, medium, low)
Suppliers/service providers	Getting quotation, enquiry, procurement, contract related matters	High

PHYSICAL ENVIROMENT:

The post holder will be based in Field office with 50% travel to the field.

QUALIFICATIONS:

Knowledge:

- Relevant degree holder preferably in Administration or minimum 3 years of demonstrated

experience in Administration and HR professional, preferably with INGOs.

- Strong computer skills: MS Office, Excel, Power point, outlook, SAP system preferably.
- Good understanding the basic concept of Admin and HR tasks
- Good knowledge for preparing payments in line with organization policies and procedures
- Good awareness on arrangement of event, meeting, training and workshop
- Strong commitment to gender equality and high level of personal awareness and sensitivity to gender equality, inclusion and diversity issues.
- Basis knowledge and understanding on Child Protection, Safeguarding and PSHEA including policy implementation to the respective area of responsibility.
- Reflects on their value system and takes account of their biases towards individuals (including children and programme participants) in all their diversity.
- Understands the relevance of safeguarding and PSHEA including risks to functional area in Emergency programming and influencing work

Skills:

- Strong communication, interpersonal, and teamwork skills.
- Proven ability to manage multiple priorities.
- Able to work under pressure for multiple tasks to meet dead line.
- Strong knowledge of Myanmar Labour law and related current laws
- Excellent organizational and time management skills.
- Good command in Burmese and English (written and spoken).
- Ability to work independently and as a team player.

Behaviours:

- Ability to emulate Plan International's commitment, both in and outside of the workplace, to empowering girls and young women in securing their rights to equality
- Flexibility in a workspace with growing needs and responsibility
- Takes initiative, identifies potential problems and solutions, and anticipates needs ahead of time.
- Demonstrate high degree of professionalism and integrity
- Willingness to travel to remote areas

APPLICATION PROCESS:

Interested Candidates should submit their comprehensive CV, Application letter, expected consultancy fees and send to Myanmar.CO@plan-international.org not later than 29th May 2025, 5:00 PM.

Subject line for application: "Admin and HR Assistant _ Mandalay".

Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.

Early application is encouraged and highly recommended as we will review applications throughout the advertising period and reserve the right to close the advert early.