



**NRC MM 2024/ VA N0-034**  
**Norwegian Refugee Council, Myanmar**  
**Administration Officer, Yangon**

NRC Myanmar is now seeking a potential candidate as an “**Administration Officer**” to provide country support in facilities management, office admin management, petty cash purchases for office supplies, travel coordination, etc. as support functions in accordingly at the country office level. Please review the brief Job requirements following and see detail job description [here](#).

**What you will do**

- Implement NRC administration functions (facilities management, office admin management, petty cash purchases for office supplies, travel coordination etc.) at the country office in compliance with NRC’s procedures.
- Responsible for keeping record, store and distribute stock of office supplies (stationery, tea/coffee, water, etc) and cleaning products in accordance with NRC procedures
- Coordinate and manage travel bookings (incl. all flight bookings), accommodation reservation for visitors’/NRC staff come to the country office.
- Prepare payment request for monthly travel bookings and accommodation cost
- Provide admin assistance for meetings, trainings, workshops, events in Yangon including arranging venue and catering where required.
- Liaison with Immigration department via Government Liaison Coordinator for NRC Expat staff’s FRC, Visa related issues and proceed visa fees payment
- Receive, register, distribute incoming/outgoing mail and MEMO as requested.
- Proper keep and filing of administration correspondence documents both hard and soft copies in respective files.
- Please see detail job description [here](#).

**What you will bring**

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies:

- Experience from working as an Admin/HR Officer in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position’s responsibilities
- Sufficient English Language Proficiency both written and verbal
- Graduate with relevant degree (or) equivalent 2 years of working experience as similar positions at other organizations.

Context/ Specific skills, knowledge and experience:

- Able to take initiative
- Tactful and mature
- Organizational skills
- Excellent communication and presentation skills
- Adaptable to various type of environment

**What makes this position attractive?**



- NRC has delivered humanitarian assistance and protection to vulnerable affected populations in Myanmar since 2008, following Cyclone Nargis. Over that time, NRC has evolved into a complex and mature mission with an excellent reputation for technical skill and delivery of programmes.
- NRC provides services and assistance to vulnerable populations affected by conflict and displacement over three geographical areas (Rakhine, North-East, and South-East Myanmar) and the Country Office in Yangon, across 10 offices. The portfolio of projects is currently larger than 15.
- NRC works in Shan and Kachin States, supporting displacement affected population and vulnerable host communities. Its implementation covers the North-East Myanmar with programmatic interventions which embrace different areas. Currently NRC implements programs on Information, Counselling, and Legal Assistance, Education, Shelter, and Protection in this area office.
- NRC Myanmar works in collaboration with a diverse portfolio of partner organisations. Over the past years NRC Myanmar has been at the forefront of partnerships integrated programming; and promoting and developing staff capacity.
- This is an opportunity to join one of the most respected humanitarian actors in Myanmar that has a strong reputation with donors, embassies, clusters, and peer agencies, and the chance to work with a diverse portfolio of donors and partners.
- Meaningful work, with a high-quality integrated programme that responds to the diverse needs, priorities, and concerns raised by beneficiary communities.
- Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility.
- [Learn more about NRC's operation in Myanmar here.](#)

#### What we offer

- **Yangon**, duty station
- **Fixed Term National** contract duration
- 10 % travel
- **Grade 5** in NRC's Salary Scale (13<sup>th</sup> months' salary, NRC MM Health Insurance Package, 16 days annual leave etc.) with accompanying terms and conditions. NRC offers a competitive compensation and benefits package.
- [Find out more about the benefits of working for NRC.](#)

#### Important information about the application process

- **Internal candidates:** - log in with your **official NRC email address** or **click on Opportunity Marketplace.**
- **This position is open to Burmese Nationals only.**
- When creating your profile, include your full name as per your passport.
- **Apply by completing all the system-required fields** of your experience, employment history, and education including the contact details of two referees' persons in your application.
- Ensure to **attach your latest CV.**
- Submit your application and CV **in English.**
- Don't meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. NRC is dedicated to building a diverse and inclusive workplace, so if you're excited about this role and you meet most, but not all the requirements, we encourage you to apply anyway.
- Applications that do not meet the minimum standards in terms of experience or qualifications will generally not be considered.



- **Unsolicited applications not related to this specific job advertisement will not be considered.**
- Only shortlisted candidates will be contacted. We receive many applicants for each vacant position. Unfortunately, we do not have the resources to give detailed feedback to applicants who have not been shortlisted.

### Why NRC?

- The Norwegian Refugee Council (NRC) is an independent humanitarian organisation helping people forced to flee. Our 15,000 staff work in crises across 40 countries, providing life-saving and long-term assistance to millions of people every year.
- NRC responds to the diverse needs faced by populations in Myanmar through the delivery of integrated programming and advocacy to ensure that conflict and displacement-affected communities can meet their needs and exercise their rights.
- NRC works with a range of different local and international partners to deliver a multi-faceted response that includes emergency response to rapid onset needs, providing essential services to internally displaced people in protracted displacement, and contributing to pathways to durable solutions.
- Interested individuals are requested to apply before **11<sup>th</sup> July 2024, 05:00 PM** Myanmar Time through the links following.

### Links to VA for the application:

[View the internal job posting](#)

[View the external job posting](#)

Any difficulties when applying, please reference the guidance learning as an internal/external application underneath.

External [here](#). Internal [here](#)

“In the selection of its staff NRC is committed to gender balance and diversity without distinction as to race, sex, religion, HIV/ AIDS status and without discrimination of persons with disabilities: Qualified women candidates are strongly encouraged to”