

Vacancy Announcement

(Reannouncement)

(VA- 035/2025)

Position Title – **Office Assistant**

Number of Position – **1 Post**

Location – **Sittwe Township, Rakhine State**

Grade – **A3**

Closing of Application – **15th July 2025, 5:00 PM MMR Time**

Our organization is a non-profit organization operating in Myanmar. We implement health programs aimed at strengthening and improving community access to coordinated, effective, and comprehensive healthcare services. Our key focus areas include disease control, RMNCHN (Reproductive, Maternal, Newborn, Child, and Adolescent Health and Nutrition), WASH (Water, Sanitation, and Hygiene), and emergency response initiatives.

Position Summary

Under the overall supervision of Project Coordinator, the Office Assistant will work official and receptionist work and assist to Finance Assistant in administrative, finance and logistic matters.

Key Responsibilities

- ❖ Responsible for greeting visitors and ensure reception.
- ❖ Responsible to answer telephone, transfer calls, take messages and handle referring general enquires as appropriated.
- ❖ Receiving and log incoming post and record outgoing post.
- ❖ Maintain notice board and reception displays.
- ❖ Make travel bookings for staff, get information and make arrangements.
- ❖ Maintain office supply stocks, shopping and placing orders as authorized, receive deliveries.
- ❖ Photocopy and print documents as necessary.
- ❖ Maintain up to date and organize administrative files and records.
- ❖ Prepare administrative documents needed by the Project Coordinator.

- ❖ Follow up administrative management of all types of contracts (office, fax, telephone, internet etc.)
- ❖ Carry out any additional tasks in accordance with the related thematic fields as requested by the supervisor.

HR, Procurement and others

- ❖ Prepare attendance, leave and salary request for project staffs.
- ❖ Follow up HR procedures and provide contract extension and termination of staffs.
- ❖ Take responsibilities for local procurement process for quotation and purchasing.
- ❖ Undertake any other relevant tasks as delegated by the Finance Assistant/ Project Coordinator.

Monitoring and Evaluation

- ❖ Supervise the payment of monthly salaries for staff.

Coordination and Collaboration

- ❖ Coordinate with the project offices and staffs in order to provide necessary support services related with Finance Assistant/ Project Coordinator.

Reporting

- ❖ Assist the Finance Assistant/ Project Assistant in the preparation of monthly/quarterly financial reports.

Others

- ❖ Perform other project duties as assigned by supervisor.
- ❖ Respect and regard internal policy.

Skill and Requirement

- ❖ Bachelor Degree (Preferable) or Matriculation certificate will be acceptable.
- ❖ LCCI level I, II or equivalent financial/ accounting knowledge.
- ❖ Must have basic computer skills.
- ❖ Experiences in financial/ accountant field is more preferred.
- ❖ Language – English (Basic) & Myanmar (Proficiency).

- ❖ Ability to work systematically, accurately, independently and under pressure in a physically challenging environment.
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy.
- ❖ Good interpersonal communication skills.
- ❖ Respect and regard internal Policy.

What we offer is:

- ❖ Competitive Salary (40 hours per week)
- ❖ 13 months bonus
- ❖ Yearly increment
- ❖ Communication Allowance and Health Care Allowance
- ❖ Cost of Living Allowance in defined areas
- ❖ All gazette public holidays as paid off-days
- ❖ 18 paid leave days annually, including 6 casual leave days.
- ❖ Additional leave types: medical leave, compensatory leave, compassionate leave, maternity and paternity leave, and training leave.
- ❖ Life Insurance package

How to Apply

Candidates are required to submit their application, which should include a **curriculum vitae and an application letter**, as a single attachment in either Word or PDF format. Applications must be sent to **headquarter.hrm@gmail.com**, with the subject line clearly stating "**Office Assistant VA-035/2025**".

Remark: Applications will not be considered if the applied position is not mentioned correctly. Only shortlisted candidates will be contacted for an interview. Additionally, applications received after the closing date and time will not be considered.

Our organization is an equal opportunity employer, committed to achieving workforce diversity in terms of gender, nationality, and culture. Organization upholds a zero-tolerance policy on fraud, corruption, sexual exploitation, harassment, and abuse, and expects all employees to adhere to the organization Code of Conduct, including its child protection standards.

HR Unit

Email: headquarter.hrm@gmail.com