

## **Vacancy Announcement**

(VA- 053/2025)

Position Title – **Admin and Finance Assistant**

Number of Position – **1 Post**

Location – **Sagaing Township, Sagaing Region**

Grade – B2

Closing of Application – **14<sup>th</sup> 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 the Senior Project Officer and Assistant Finance Manager, the Admin and Finance Assistant will provide essential administrative, financial, and human resources support for the earthquake response activities. Working closely with the project team, the AFA will assist with financial record-keeping, cash and expense management, procurement support, HR documentation, and logistical arrangements to ensure smooth and compliant operations in the emergency context. The AFA will also contribute to financial management and reporting, facilitating effective coordination and timely delivery of humanitarian assistance.

### **Specific Duties and Responsibilities**

#### ***Finance***

- ❖ Maintain Office Cash flow, petty cash and project expenditure statement for monthly report.
- ❖ Prepare cash forecast for project activities and operations on monthly basis.
- ❖ Accept invoices after goods received and check criteria for payable of invoices.
- ❖ Prepare payment requests in accordance to financial rules.

- ❖ Follow up the cash disbursement, remittance and advance return.
- ❖ Submit monthly financial report to FO.

### ***Admin***

- ❖ Perform administrative tasks such as receiving letters, and logging incoming and outgoing posts.
- ❖ Maintain up to date administrative files and records.
- ❖ Take responsibilities for office presentation and hosting visitors.
- ❖ Answer Telephone, take messages and handle general enquires as appropriate.
- ❖ Take photocopy and printing documents as necessary.
- ❖ Communicate with central offices for reports and reply any relevant information.
- ❖ Follow up the administrative management of all types of contracts (Office, fax, telephone, internet etc.)

### ***Others***

- ❖ Assist to Project Manager and Project Officer in performing HR duties and maintaining HR records.
- ❖ Take responsibilities for local procurement process for quotation and purchasing.
- ❖ Carry out other duties in addition to the above, whenever directed by Supervisor.
- ❖ Maintain confidentiality of all data and information.

### **Skill and Requirement**

- ❖ Any Bachelor degree and related accounting diploma (or) must have LCCI level (I, II)
- ❖ At least 1 year working experience in related field mentioned above.
- ❖ Strong computer skills (Word, PowerPoint, Internet & Email), including expertise in Excel as an accounting and financial management tool as well as to prepare relatively complex spreadsheets required.

- ❖ Working knowledge of spoken and written Myanmar & English
- ❖ Knowledge and experience in the working environment of preferable in (INGOs, NGOs) and other organization.
- ❖ 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.
- ❖ Follow the HR rules and regulations with the direct supervisor.

### **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 "**Admin and Finance Assistant VA-053/2025**".

**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.

**“Due to the urgency of the position, our organization reserves the right to recruit a candidate who matches the required profile before the above deadline.”**

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](mailto:headquarter.hrm@gmail.com)**