

**Job location** : Mandalay

**Duration** : Up to July 2025

**Vacancy opening date** : 22<sup>nd</sup> May 2025

**Vacancy closing date** : 31<sup>st</sup> May 2025

**Start date** : As Soon As Possible – candidates must be available to start soon (no one-month notice).

**Salary and Benefit** : Between 329 USD to 345 USD

**(Payment will be made in MMK based on the prevailing monthly exchange rate)**

**(Food Allowance & other benefit packet such as leave, medical insurance etc, as per PUI Internal Staff Regulation)**

### **Première Urgence Internationale (PUI)**

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, those hit by natural disasters, wars, and economic collapses, by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 6 million people in 25 countries in Africa, Asia, Europe, Latin America, and the Middle East: Health, WASH, Food Security and Nutrition, Shelter and Economic Recovery.

PUI has been working for the people of Myanmar on health and related issues since 1984, as Aid Medical Internationale (AMI). The merger of PU and AMI in 2011 strengthened our ability to provide integrated, multi-sector approaches utilizing the combined organisations' experience resulting in more diverse programming and intervention possibilities. PUI's mandate to respond to emergencies remains a priority, while maintaining a longer-term development focus to adapt to the contextual needs of the population in Myanmar. Specifically, PUI has been running an HIV prevention activity for Key population in Yangon region for over 10 years, linked to a malnutrition prevention program. In Kayin, PUI focus on primary health care, nutrition, and WASH activities. In Shan, PUI focus on SRHR activities for general population. Today, the mission consists of 7 projects.

### **Job Purpose**

Comply with the Administrative & Human Resources tasks of the PUI mission, under the supervision of the Finance Manager and the responsibility of the Admin Finance Coordinator.

### **Responsibilities**

#### **Administrative tasks**

- Manage of stationery for all Mandalay office department
- Ensure all documents of PUI using template in assign base.
- Perform as a focal person for sending reports to local authorities in Mandalay in collaboration with authority focal in coordination as a timely manner.

- Assist to Finance tasks and HR tasks in collecting and release of admin, report to coordination team HR and admin related information for Mandalay team
- Attend coordination meetings and other related meetings as a focal for Mandalay team
- Support to Senior Admin and HR Officer the related issue of authority report in Mandalay

### Financial tasks

- Control of safe (key responsibility shared with the Project Manager) and cash in the base (weekly control) and updating daily the cash book, inform Finance Manager in case of any difference
- Responsible of the cash management of the base accounts
- Make the weekly cash inventory with Project Manager and send it to Coordination Office to Finance Manager / Admin Finance Coordinator
- Check the respect of the purchase procedure before giving cash for purchasing
- Ensure regular payments and clearings of personal and professional advances
- Participate with Senior Admin and HR Officer to print salary slips at every month
- Participate with Logistics Assistant and Senior Admin and HR Officer to follow up the contract (Office rent, car rent, etc....) follow up, staff salary follows up and medical refund follow up
- Prepare the base voucher translating in English (Description, unit, quantity, the amount) on vouchers forms
- Capture the base vouchers on SAGA software and hand over to Finance Manager on 2nd of the month
- Check monthly accountancy and send to Finance Manager with other relevant documents on time
- To prepare delivery note, specifying the detail on the documents that is sending to Coordination office Admin/Finance
- Prepare all expenditure in the cash book in both softcopy and hard copy
- Check the weekly expenditure for the office, inform Finance Manager in case of unusual expenditure
- Assistance to Admin and Finance coordinator in preparation of auditing visits and financial spot check conducted by donor.

### Human Resources tasks

- Make suggestion to Deputy HR Coordinator related with human resources management and rules
- Organize the staff management from the bases: salary payment, leave, holidays, Time Sheet, compensated day & overtime etc...
- Support to Senior Admin and HR Officer in HR related documents such as contract, JD etc...
- Scan all HR related documents in base and share with Senior AHRO
- Organize and follow up staff personal history files and share with Senior Admin and HR Officer in Coordination
- Supervise the respect of the staff procedures and of the internal regulations together with Deputy HR Coordinator/Sr AHRO
- Participate the recruitment process such as making appointment candidates and new staff briefing and staff developments
- Stay focal of any HR related question in base and share with Deputy HR Co/Senior AHRO

### Others

- Plan monthly activities according to finance manager priority
- Get informed Finance Manager immediately for cash or bank and any other payments
- To perform other related duties as require assigned by supervisor
- Archiving necessary documents (Admin, HR, Finance and etc.)

### Requirements

- Any bachelor's degree and preferable in HR and finance training certificates
- Minimum of 1-year relevant experiences in HR and Finance tasks
- Excellence communication and manner
- Good organization and flexibility about work and time schedule
- The appropriate communication skills in English and Myanmar
- Good skill in Microsoft Office Package
- Motivation, dynamism, and positive mind are required to contribute to the PUI project objective. Teamwork and team spirit with strong motivation to work for community

Due to the specific work to Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here, **Administrative Assistant** is requested to stay at the organisation's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in concordance with the development of the programs

To Apply Online, please access via this link,

<https://docs.google.com/forms/d/1m6ZUW9ZNJMWyvXsFlheEvQUo4xg4oiARw3qJIGIN8YE/edit>

- Applications from all origins, religion, gender, age, People Living with HIV
- Women and people with disabilities are encouraged to apply.
- Parents with small children can be provided with some flexibility. Every application will be reviewed as per the qualification, experience necessary for the position only.

**CV with cover letter and relevant certificates can be sent to:**

**Coordination office, No. (91-G1), Than Lwin Street, Golden Valley, (1) ward, Bahan Township, Yangon**

"Any difficulties when applying, please contact via phone call +95 9880893850."  
Please mention the applied position in Subject if you send your application via email.  
Only short-listed candidates will be contacted for next selection process.

**Note:** We will review all received CV on rolling basis and call for test/interview to the shortlisted candidates. Thus, we encourage qualified candidates to apply as much as early before deadline.