

Wunpawng Ninghtoi (WPN)

Office: F-1, Thiriomon Street, Thirimon Plaza, Mayangone Township, Yangon, Myanmar.

E-mail: wpn.kachin@gmail.com, Contact no.: +95 9 47099657, China Mobile: +86 692 6233133



Date: 7th June, 2025

Vacancy Announcement

Wunpawng Ninghtoi (WPN) is a local civil society organization that was established in 2011 June and helps IDPs and war-affected communities from the Kachin and Northern Shan states and its work based on the promotion and respect of the core values: Humanity, Human Dignity, defense of Human Rights (IDPs, Child, Women's Right), Love, Compassion, Impartiality, Non-discrimination (nationality, religion, gender), Independence, Respect and Voluntary Spirit. Our vision is "All people of Myanmar will live with dignity, peace, security, and full respect of their rights; enjoying integral social development and humanitarian assistance when required".

WPN is looking for strong, qualified candidates (female or male) who have experience in implementation for the following position and prefer native speaker, qualified candidates (female or male) who have experience and strong leadership commitment for the related position and who are well-known about the local context of the operation office of hard-to-reach areas.

Application is invited for the following position.

Vacant Position title:

Project Assistant - **1 Position (1 Year and possible extension)- Application Deadline – 22nd Jun 2025 (COB)**

Duty Station: - WPN's Operation office (Required ability to travel to different targeted field locations) (Shwegu Township, Mansi Township, and Momauk Township Areas)

Working start date: - **1st Jul 2025**

Application form Submitted to: wpnhrd2024@outlook.com

Main Responsibilities and Favorable Requirements

Position title	Accountant
Grade	Grade 5
Reporting to	Finance Officer
Main goal(s)	Empowering Resilience: Addressing the Needs of Internally Displaced Persons (IDPs) in Conflict Zones
Roles and responsibilities	1) Check expenditure claim and/or advance claims and ensure donor code, project code, DEA and budget heading are correct. 2) Check each expenditure vouchers and ensure invoice amount, claim amounts, calculation, quantities, rate, total amounts date, project title, budget heading for each voucher.

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	<ol style="list-style-type: none"> 3) Prepare financial vouchers with voucher sticking, complete supporting vouchers, vouchers scanning and filings. 4) Prepare vouchers with complete documents, information and proper heading. 5) Ensure supporting/accounting documents are attached in each expense voucher and if needed follow up immediately. 6) Ensure all expenditures are in line with budget heading. 7) Prepare journal voucher and check budget coding on vouchers. 8) Support Finance Officer in preparation of project financial report. 9) Support the project financial auditing process together with Finance Officer and other staff upon needed. 10) Support cash grant process together with project staff. 11) Check fixed assets and inventory registration and physical count. 12) Support cashier and involve in cash count process weekly and monthly. 13) Assist to staff during cash requisition and advance settlement process when needed. 14) Prepare project budget if needed. 15) Make sure counter check for Financial Report and related supporting documents.
Qualification/ Profiles	<ul style="list-style-type: none"> • Must have at least a diploma (or) a bachelor's degree in Economic, LCCI, Accounting • Experience in Accounting Software minimum 1yr • Must have at least 1 yr of Working experience and knowledge in Financial Related Jobs of LNGO, INGO or Business • Must be flexible and commitment communication within Organization • Should be proficient in local languages (either Kachin or Myanmar). • Should have good organizing, presentation, and facilitation skills. • Should have interest and commitment to development and humanitarian work. • Should have communication skills, teamwork, good facilitator, and good attitude. • Must be able to work in multicultural with diverse ethnic, religious, and cultural groups.

Essential Requirement

WPN has a zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act under this clause.

Submission of Application

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Qualified and interested candidates shall submit an Updated CV with a cover letter, photo and educational documents, NRC (scanned copy), and a Clearance Letter concerning with PSEA (or) recommendation letter organization that you worked last to the address below. Please include the names and contact details of two referees and other documents if any.

WPN prefers to receive application forms through E-mail for reducing paper use with environmentally friendly.

Contact detail;

- Human Resources Department (HRD)
- Wunpawng Ninghtoi (WPN)
- Email: wpn_hrd2024@outlook.com
- Mobile Phone: +86 17287321228

Note:

- *WPN strongly encourages women and people with disability to apply for any position that has good experience to work with us.*
- *Do not enclose any original documents with your application as they will not be returned.*
- *Please submit the Subject title with “**Accountant Position**” while mailing.*
- *Only short-listed candidates will be contacted for the interview.*