



EMBASSY OF SWEDEN

JOB OPPORTUNITY

Due to a maternity leave, the Embassy of Sweden, Section Office in Yangon is seeking applications to fill the following temporary position:

Position Title: National Programme Administrator, Development Cooperation, temporary position September 2025 – March 2026 (full-time or part-time is negotiable)

1. Background:

The Development Cooperation team at the Embassy of Sweden Section Office in Yangon is responsible for implementing the Swedish Strategy for Development Cooperation with Myanmar. Sweden's development cooperation with Myanmar aims to contribute to strengthening the work for a democratic, peaceful, free, inclusive and gender-equal society in Myanmar where human rights and freedoms as well as the principles of the rule of law are respected.

The Development Cooperation Team currently consists of one Head of Development Cooperation, five Program Officers, one Controller and one Programme Administrator. The Embassy of Sweden Section Office in Yangon is located in the Nordic House, where the premises are shared with the Norwegian, Danish and Finnish Embassy.

2. Responsibilities:

Under the supervision of the Head of the Development Cooperation the National Programme Administrator will be responsible for the following duties:

- Work together with the Controller on quality assurance matters such as financial monitoring, statistical classification, forecasts and contribution/agreement information in line with Sida's contribution management process, as well as relevant rules and regulations
- Work together with Programme Officers in setting up, updating and closing contributions, preparing agreements, reports etc. in Sida's electronic contribution management systems
- Assist in preparation of payments related to development cooperation and monitor that payment conditions are fulfilled
- Prepare and follow-up the monthly financial review of contributions as well as regular follow-ups of agreement conditions
- Assist the Programme Officers in procurement and call-offs from framework agreements
- Assist in organizing seminars, workshops and other meetings when required
- Manage registration of incoming and outgoing documents as well as the open archive system
- Be an active member of Sida's global network of Programme Administrators
- Perform other duties as required and relevant to the applicant's experience
- Support and conduct other tasks as needed within the Embassy

The work requires an ability to independently perform duties, including taking initiative and responsibility for the completion and delivery of individual tasks. The work also requires ability to cooperate closely with colleagues, take responsibility for teamwork and the overall working environment within the office.

This position is based in **Yangon**.

2. Qualifications:

Education: Degree in business administration, accounting, law or other relevant fields.

Experience: Professional experience in (a) field/s of relevance for the assignment.

Knowledge/skills: Excellent intra-personal skills. Service-minded. Ability to independently perform duties and to ensure the delivery and completion of tasks, also under periods of high workload. Flexibility and ability to prioritise tasks. Solid planning skills. Outgoing, motivated and willing to learn new things. Ability to adapt to a different cultural environment and to changing responsibilities. Strong skills in Microsoft Office programs incl. Word and Excel.

Language:

- Excellent command of the English and Myanmar language, both verbally and in writing.
- Knowledge of other ethnic languages will be regarded as a strength.

4. Desirable skills and/or experiences:

Previous experience of working with project administration in organisations working with development cooperation.

3. Applications:

Application letter along with a CV (including three references with contact numbers) should be submitted by e-mail to hr.yangon@mfa.no, no later than **6 June 2025**. The subject of the e-mail should be ***“National Programme Administrator”***. We encourage applicants from all genders and diverse backgrounds to apply.

Contacts for enquiries on the position are:

- Anna Åkerlund, Head of the Development Cooperation, anna.akerlund@gov.se

Only short-listed candidates will be contacted. The Embassy of Sweden, SectionOffice in Yangon retains the right to contact references directly.

Tests of language proficiency may be performed by the Embassy as part of the interview process. The position is temporary from September to March and the salary is determined on an individual basis.

Our office is located at the Nordic House in Yangon, which hosts Nordic embassies. The position is subject to the Nordic House's terms and conditions for local staff. The position is also subject to Sida's ethical guidelines.

4. About us:

Official website: <https://www.swedenabroad.se/en/embassies/thailand-bangkok/>

Facebook: <https://www.facebook.com/EmbassyofSwedenSectionOfficeinYangon/>