



WE ARE HIRING!

Position	: Admin Assistant (1) Post
Job Location	: North Okkalapa Township, Yangon (Head Office)
Type	: Full Time/ Project Base Contract
Reporting Officer	: HR Officer
Duration	: May to December 2025
Starting date	: As immediately as possible

BRAVEHEART Foundation:

BRAVEHEART Foundation is a local organization, officially registered at the Union Level, promoting ethnic rights to realize peace through national reconciliation whilst respecting human dignity. BRAVEHEART actively engages in democratization process in Myanmar by amplifying public concerns into policy making. It also partners with like-minded organizations and individuals to produce collective voices and advocacy efforts. Based in Yangon, BRAVEHEART has physical branches in Hlaingtharyar of Yangon, Kengtung of Shan East and Hpa-an of Kayin. BRAVEHEART is free from any type of discrimination based on sex, religion, ethnicity, social standards, political belief, etc. BRAVEHEART is now committed to assist communities with socio-economic vulnerability including undocumented people, disaster affected ones and internally displaced people.

BRAVEHEART Foundation pursues zero-tolerance policy concerning sexual harassment, exploitation and abuse.

Position Overview: BRAVEHEART Foundation is seeking a skilled and passionate individual to join our team as a Admin Assistant, with a specific skills ensure to support administrative tasks, logistics, and procurement to ensure smooth daily operations. Key duties include organizing travel and event logistics, managing office supplies and vendor records, supporting fixed asset management, and maintaining accurate HR and administrative documentation.

ROLE & RRESPONSIBILITY:

- Coordinate and manage logistical arrangements for events, meetings, and workshops, ensuring smooth operations.
- Arrange travel logistics, including transportation and accommodation for staffs as required.
- Conduct preparations for necessary office items, such as uniforms, business cards, and stamps.
- Responsible for the logistic and procurement matters.
- Record and update the vendor lists.
- Responsible for fixed assets management for BH Head Office and Branch Offices.
- Maintain an office filing system and assist in archiving.
- Keep detailed meeting notes.

- Collaborate with the finance team to ensure accurate recording of expenses related to logistics and procurement.
- Ensure adherence to organizational policies, procedures, and relevant regulations for all logistical and procurement activities.
- Ensure proper filing and documentation of HR records (both hard copy and electronic).
- Any other duties assigned by HR Officer

QUALIFICATION & SKILL REQUIREMENTS

- Any graduate with bachelor degree
- At least 1-2 years of experience in an administrative role.
- Good computer skills (MS Word, Excel, PowerPoint, Internet, and Email).
- Strong organizational and time-management skills.
- Good written and verbal communication in [language, e.g., English and Burmese].
- Experience working with NGOs or international organizations is an asset.
- Able to travel
- Ability to work under pressure and handle multiple tasks.

COMPENSATION & BENEFITS:

Salary/ Stipend	: Grade (B, 2)
Holidays	: Saturday, Sunday and Public Holidays
Other Allowances	: As per association's regulations
Training	: As per association's regulations

HOW TO APPLY:

Require documents (now)

- Cover Letter, CV Form with photo and expected salary and two references

Other require documents (need to submit after passed the interview)

- Copy of Citizenship Scrutiny Card (CSC), Certifications of education and copy of Household List
- Recommendation letters from Ward Administrators and local Police Station or Self Declaration Form

Contact Information and Last Date

- Anyone who interested can send the required documents to the following address before **20.4.2025**.

Email – hrd.braveheart@gmail.com with subject title of ***“Applying for Admin Assistant Position”***.

Application Deadline: 20.4.2025

NOTE: Only shortlisted candidates will be notified.

The protection of your personal data is important to Braveheart. By submitting your application, you consent to Braveheart using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will

be treated confidentially. Only people part of the recruitment process has access to your data. Braveheart does not sell or forward to third parties your data under any circumstances. If you have any questions or requests, you can contact (hrd.braveheart@gmail.com).

