



## Vacancy Announcement

<b>Position:</b>	Admin Intern (Yangon)
<b>Number of positions:</b>	(1) position
<b>Location:</b>	Yangon (Remote/Work from Home with occasional visit to project sites)
<b>Working Time:</b>	9:00AM - 6:00PM (with Lunch break)
<b>Report to:</b>	Program Coordinator and Senior Admin/HR Officer
<b>Work Mainly With:</b>	Admin Officers and Program Participants
<b>Collaborate with:</b>	Senior Trainers, Teacher Trainers and Finance Officers

**Saya Foundation** is a nonprofit organization founded by enthusiastic educators with the aim to provide safe and inclusive education for an equitable society. Our work scope includes providing whole-school support to schools, creating training programs for religious educators and teachers, establishing online learning activities for children and parents, and developing learning materials and resources. Through the above programs, Saya takes the role in advocacy and raises the awareness of people related to children and education. For more detailed information, visit our website at: [www.saya-foundation.org](http://www.saya-foundation.org).

### Duties and Responsibilities

- Travel to project sites and support program team with logistics and administrative matters
- Engage regularly with program participants on Facebook and other communication channels
- Manage, compose contents for social media posts for Saya Foundation's Facebook pages
- Make phone calls and inquiries to program participants, vendors and suppliers
- Collect, create dashboard and fill evidence data, photos and graphs to showcase impact of different programs
- Manage the process of searching quotations, purchasing and delivering required materials
- Assist and be present in office for video shooting process of trainers
- Print out program documents and drafted materials
- Perform any other tasks assigned by Program Coordinator
- Attend regular program team meetings in Saya Foundation



## Requirements

- Undergraduate or equivalent experience in administration
- Minimum 1 year of volunteering experience in nonprofit organizations, preferably in Education
- Multi-tasking skills and ability to work under tight schedule
- At least English proficiency of intermediate level
- Computer proficiency, especially Microsoft Excel and Google Suite
- Good communication and coordination skills
- Excellent personal organization skills, including time management, and ability to meet deadlines and work under pressure
- Commitment to and understanding of Saya Foundation's aims and core values

## Saya Foundation's Core Values

- Learning and Sharing
- Professionalism
- Social Inclusion
- Compassion
- Synergy
- Agility

## Contact Us

Interested applicants must send a Cover Letter, Curriculum Vitae (with two referees from your previous employment), telling us why you are suitable for this position, to [info@saya-foundation.org](mailto:info@saya-foundation.org) by May 9th, 2024 (Thursday) at 5:00 PM.

Note: Please write the name of the position you are applying in the Subject Line of your email. One applicant can only apply for one position. Only short-listed candidates will be contacted via mail.

Saya Foundation is an inclusive organization committed to diversity and social cohesion. We encourage applications from women, minority groups and people with disabilities. There will also be no discrimination against an applicant's race, color, gender, religion and sexual orientation.