



## **VACANCY ANNOUNCEMENT**

### **Admin Assistant / Driver (in Yangon)**

Association for Aid and Relief, Japan (AAR Japan, head office: Tokyo, Japan) is an International Non-Governmental Organization without any political, religious, or ideological affiliations. In Myanmar, AAR Japan has been providing assistances to persons with disabilities since 1999 in Yangon, and Hpa-an Office was also opened in 2013 to work together with the community to promote safer and better living environment for persons with disabilities in Kayin State.

Our Inclusive Education project in Kayin State applies Community Based Inclusive Development (CBID) approach, which promotes building an inclusive society for all people – with or without disabilities. Raising awareness on disability, strengthening bonds and mutual supports in community, and improving mobility of persons with disabilities through the provision of physical rehabilitation service, assistive devices and barrier-free infrastructure are integral part of our programme in Kayin State.

Currently we have two offices for projects in Kayin; the one in Yangon has only two expats, Acting Representative and Programme Coordinator who occasionally work in Hpa-an, while the other in Hpa-an has many local staffs. We seek a motivated and experienced admin assistant / driver in Yangon branch office to work with and support two expats mainly based in Yangon.

(For more detailed information, please visit our webpage: <http://www.aarjapan.gr.jp/english/>).

### **JOB DESCRIPTION**

Position:	Admin Assistant / Driver (dual roles)
No. of Post:	One post
Reports:	Acting Representative and Programme Coordinator
Duty station:	AAR Japan Yangon Office
Field travel:	Mainly Yangon Region
Duration:	Until 31 <sup>st</sup> September, 2024 (3-month probation period; Possibility to extend the contract duration)
Starting date:	As soon as possible

## **1. Key Responsibilities**

Admin Assistant / Driver is responsible for supporting the implementation of the project under the supervision of Acting Representative and Programme Coordinator from both administrative and logistic aspects.

### **Admin Assistant**

- To support administrative management (including accounting) by assisting the Acting Representative and Programme Coordinator.
- To assist the Acting Representative and Programme Coordinator in managing office equipment, documents and utility.
- To procure necessary materials for project management according to the procurement guideline of the office.
- To assist Acting Representative and Programme Coordinator in logistics.
- Other duties as mutually agreed between the employer and employee.

### **Driver**

- To drive office vehicle in safe manner with caution, abiding all driving laws and regulations of the Republic of the Union of Myanmar and Fleet Management Guideline of AAR Japan.
- To ensure necessary documents, spare tires, repair tools and first aid kit are equipped in the vehicle.
- To carry out daily and weekly check and report any faults to the Acting Representative and Programme Coordinator.
- To record all travels and all fuel distributed to vehicle in log books.
- To assist the Acting Representative and Programme Coordinator in the administrative duties assigned by the Acting Representative and Programme Coordinator.
- Other duties as mutually agreed between the employer and employee.

## **2. Competencies Requirements**

### (a) Professional Competencies

- Education: Completing of high school education or equivalent education.
- Experience: Minimum 2 years work experience in accounting or administrative work is desirable in related work field.
- Language: Fluency in English (written and spoken) as well as Myanmar language.
- Computer: Basic skills (Word, Excel, Power Point)

### (b) Behavioural Competencies

- Strong motivation for working for NGO.
- Capacity to work as a team and to lead the team.
- Have dynamic, initiative, creative and patient character.
- Strong communication skills and interpersonal relationship.

## **3. Qualifications**

It is favorable for the candidate to have accommodation arrangements in Yangon. If the candidate is currently residing outside of Yangon, the candidate is requested to arrange own accommodation in Yangon. AAR Japan will not provide travel costs to Yangon nor accommodation allowances upon recruitment.

#### **4. Application**

- Please send the following documents by e-mail to [aarkrn.hr@gmail.com](mailto:aarkrn.hr@gmail.com), with subject indicating the Position you are applying for and your full name, by **13<sup>th</sup> July 2024**.
  - a. Cover Letter
  - b. CV including information on current and past job experiences and expected salary.
  - c. Copy of certificate for your degree/specialty
  - d. References
- **Persons with disabilities are strongly encouraged to apply.**

***\*Note:*** Only short-listed candidates will be contacted by AAR Japan.