CARE International is one of the world’s largest independent development and humanitarian organizations dedicated to ending poverty and injustice. CARE’s vision is a world of hope, tolerance and social justice, where poverty has been overcome and all people live in dignity and security. Since 1995, CARE International in Myanmar (CARE Myanmar) has worked in partnership with remote, rural, conflict-affected and urban communities, government and non-government actors to reach those affected by humanitarian crisis and living in extreme vulnerabilities through a non-religious and non-partisan approach.

Putting women and girls at the centre of our work, whilst equally focusing on engaging men and boys, CARE Myanmar’s 15-year Long-Term Programs focus on achieving lasting change for women and girls in urban areas; and women and girls in remote, rural and conflict-affected areas. CARE International Myanmar is currently working with around 200 staff currently operating from 8 field offices across Myanmar, supported by our main office in Yangon.

CARE International in Myanmar is looking for a suitable candidate for the following position:

**Administration Assistant (1) Position _ National**  
Basic Salary + 13th Month Salary + 14th Month Salary + other Benefits

**Grade:** B  
**Duty station:** Yangon  
**Supervisor:** Administration Coordinator

**Purpose of the Role**  
The Administration Assistant (AA) will provide administrative support and assistance to CARE Myanmar staff. This position is expected to coordinate activities in administration, logistics, human resources, finance, program and field offices.

**MAIN RESPONSIBILITIES**

**ADMINISTRATION AND PROGRAM SUPPORT**
- Assist in the preparation of tracking and payment of project and consultant contracts;  
- Coordinate with the procurement and human resource teams in hiring consultant, trainers etc.;  
- Assist the program teams in preparing correspondence, filing and seeking appointments in communicating with line departments, partners, and other networks;  
- Prepare payments including obtaining the appropriate approvals and track the payment process to ensure the payments are made timely;
• Assist in preparation of meetings, i.e. program team meeting, quarterly program meetings, training e.g. photocopies, stationary needs, liaison with Admin regarding venue booking, etc.
• Assist visitors / consultants and provide support, as needed (e.g. copies of documents, training materials/payment voucher, working area etc.);
• Collect quarterly procurement plans from field offices, coordinate with respective Program Managers for reviews, and then send them to Logistics Department;
• Assist staff in printing, binding, scanning, sorting, and photocopying and support program and project documentation filing (both soft and hard copy);
• Clean and maintain all office equipment including; copiers, fax, printers etc. and report faults to Information Technology Department;
• Assist staffs to use the country office equipment, including the laminator, guillotine, shredder, and binder;
• Assist with requests for office supplies, refreshments and other admin tasks; and
• Provide back up support to Senior Admin Officer at Front Desk.

COMMUNICATION
• Assist program team for the follow up communication with the consultants, trainers or other contractors as necessary.

INFORMATION, EDUCATION AND COMMUNICATION (IEC)
• Assist to program team for the quality control and arrangement in the production of IEC materials, such as follow up with field staff, collaboration with Information, Documentation, Monitoring and Evaluation (IDME) department and Logistics team, liaison with artist/production house, ensuring materials are transported to the field as needed.

COORDINATION
• Encourage overall program cohesion through coordination and information sharing with and between all key staff.

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:
• To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
• Engage in emergency preparedness, assist in any emergency response as required;
• Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures;
• Demonstrate an ongoing commitment to Gender Equality, Diversity, Child Protection and Protection from Sexual harassment, Exploitation and Abuse; and
• Comply with CARE Myanmar’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.
EXPERIENCE AND QUALIFICATIONS:

- Minimum high school graduate (grade 11) and/or minimum 1 year relevant work experience;
- Minimum 2 years administrative experience, preferably with an International Non-Government Organisation (INGO) or private company;
- Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of basic standard transactions;
- Good communication skills in Myanmar and basic knowledge of English is an advantage;
- Ability to work within clearly defined routines and plans with minimal supervision;
- Good interpersonal skills including, open mindedness, willingness to learn, team spirit, good attitude and personality;
- Basic understanding of the term gender equality and child protection;
- Demonstrated flexible approach and ability to work under pressure and to organise and manage workload to meet deadlines; and
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality.

To apply for this rewarding position please send an application letter, along with a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager and copies of testimonials to the address below not later than 24th January 2020. Only successful candidate will be contacted for interview.

Human Resources Department
CARE International in Myanmar
No. 3, Mya Sabai Street, Parami Yeikthar,
Yankin Township, Yangon, Myanmar.
Email: MMR.Recruitment1@careint.org

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

CARE is committed to Child Protection and Protection from Sexual Exploitation and Abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.

Note:
- Application will not be successful if applied position is not mentioned correctly.
- For internal candidates: Applicants should inform the respective line managers at the time of application.