



Myanmar Red Cross Society

Career Opportunities

Position Title	: Admin Assistant
No. of Post	: (1) Post
Report to	: Deputy Director (Kachin Special Operation)
Department	: Disaster Management
Duty Station	: Nay Pyi Taw
Grade	: C1
Benefits Packages	: Salary + Accommodation Allowance + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline:	(06/02/2019), 16:30 pm

Purpose of the position: To assist the overall administration and dispatching of the Disaster Management Department. The position involves the following tasks under the supervision of Senior Program Support Officer.

Administration

1. Assist in day-to-day administrative activities including approval for travel, training, workshop, and meeting in line with MRCS' s Head Quarter procedures.
2. Records and maintain fixed assets registers, inventory lists, office equipment regularly and any other duties assigned by Senior Program Support Officer.
3. Performs various office works such as typing, distribution, record keeping, photocopies, and update information.
4. Ensure proper filing system and storage of administrative documents.
5. Receive, send and record all incoming and outgoing fax, email and other documents.
6. Updating project reference documents in day-to-day.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

7. Assist to Senior Program Officer for prepare training packages, and send IEC materials to townships.
8. Ensure to repair & maintain office fixed assets and dispatch cases related with the Disaster Management Department
9. Support logistics services for the procurement of office materials, stationary and IECs materials
10. Coordinate with Senior Programme Support Officer to undertake financial processes related to working advances, receipts, expenditure, reimbursements and ensure management of financial records for the Project.
11. Carry out any other duties as assigned by Senior Program Support Officer.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 18 to 40 years**
- Passed matriculation exam or University degree is preferable
- 2 years working experience in a related field
- Proven computer skills (Ms Word, Excel, MS Office, Power point) in both Myanmar and English Language
- Strong interpersonal communication skill
- Willingness to perform assigned tasks and duties

Application process: Please send your application letter, CV, and related documents (PDF Version) to;

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

Email: mrcshrrecruitment@redcross.org.mm

For more information and application, please visit to the www.redcross.org.mm

Only short listed candidates will be contacted for a personal interview.

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