



## Career Opportunities

<b>Position Title</b>	: <b>Admin Officer</b>
<b>No. of Post</b>	: (1) Post
<b>Report to</b>	: Project Manager
<b>Department</b>	: Organizational Development
<b>Duty Station</b>	: Nay Pyi Taw/Yangon
<b>Grade</b>	: D2
<b>Benefits Packages</b>	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
<b>Application Deadline</b>	: (13/05/2019),16:30

**Project Background** “Myanmar Red Cross Society (MRCS)” is going to start a project called “Strengthening the structures and disaster risk management capacities of the Myanmar Red Cross Society (MRCS)” with the support of German Red Cross (GRC). The project aims is Contribute to strengthened self-help capacities of the population by improving assistance services in the area of disaster risk management of the Myanmar Red Cross as National Aid Agencies.”

### **Purpose of the Position**

The Admin Officer is responsible for administrative, finance, and logistical support for the GRC country office. The Admin Officer will also be providing written translation and verbal interpretation support in English and Myanmar language.

### **Duties and Responsibilities**

#### **Administrative Support**

1. Manage the administrative function of GRC country office such as organizing and filing documents, maintaining office equipment and supplies, internet, stationery, photo-copying, typing, delivering documentation to GRC HQ, and similar.

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2. Assist the country office in IT/logistics services including procurement of general office supplies, office equipment, materials, stationery, including maintenance, delivery/waybills and reception goods, among others.
3. Facilitate travel, accommodation, visa and other related issues for GRC staff members, visitors, consultants as required.
4. Record and maintain fixed assets registers, inventory lists, office equipment; carry out asset inventory checks as required.
5. Support in getting time-sheets and leave application forms of GRC country office staff assigned by relevant authorizer.
6. Provide documentation translation and interpretation support to the GRC country representative.

### **Workshop Support**

7. Lead the support for organizing meetings, workshops, and events with tasks such as invitations, venue, logistics, participant arrangements, etc.
8. Provide support in minutes taking and report writing at workshops, meetings or forums when required.
9. Assist in organizing GRC HQ/regional team visits, meetings and workshops in Myanmar when required.

### **Data collection and follow up support**

10. Support GRC country office team in data collection, report writing and simple analysis as requested.
11. Support GRC country office in creating and maintaining e-library of project documents (project proposals, reports, evaluations, photographs, etc.)

### **Petty Cash Holder**

12. With guidance from the finance officer, ensure Petty Cash funds are maintained properly and adequately safeguarded.
13. Ensure Petty cash funds are properly used in accordance with established MRCS guidelines and best practices.
14. Ensure an accurate Cash Count is performed, reconciled and signed off by relevant authority on regular basis.

### **Treatment of information:**

15. Register and treat information related to Red Cross and its staff with confidentiality and accuracy

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16. Be aware of activities of other MRCS projects, especially those with linked or similar project objectives, locations and activities
17. Establish and ensure effective working relationships with the GRC country office staffs and MRCS staffs.

### **Skills, Competency and Requirements**

- **Myanmar National**
- University Graduate.
- Relevant training or certificates in administration and office management are preferred
- Minimum 2 years of relevant experience in administration and/or financial management
- Experience in completing multiple tasks and tracking activity progress
- Strong skills in general administration
- Skills in computer use including Windows, word-processing, spread sheets, Microsoft outlook, email, Internet
- Organization and leadership skills
- Interpersonal and communication skills
- Ability to manage multiple priorities and to work under pressure with tight deadlines
- Fluent in English and Myanmar
- Experience of working for the Red Cross/Red Crescent is preferred

**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.

Email: [mrshrrecruitment@gmail.com](mailto:mrshrrecruitment@gmail.com)

**Branch Office:**

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

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

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

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