



## The Lutheran World Federation Myanmar Program

### JOB Announcement

**Position title:** Assistant Finance and Admin Officer  
**Responsibility level:** Grade 4  
**Report to:** Admin and Finance Officer  
**Duty station:** Ann, Rakhine State  
**No of Persons:** One

### Background

*LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience*

The Lutheran World Federation (LWF) Myanmar is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the center of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, the poor, and marginalized populations. LWF Myanmar engages with and supports duty bearers while empowering partner individuals, households, and community development organizations to claim their rights. Within the present LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

### Job summary

LWF Myanmar is guided by three approaches which are Right Based Empowerment, Working with Government and Integrate: LWF Myanmar supports villages through a process by which they are empowered to make their own decisions.

The Assistant Finance and Admin Officer (AAFO) will assist the FAO & Area Coordinator to effectively and efficiently manage the office, administration, procurement and logistics. She /he shall coordinate with all staff at all times. She/he shall ensure to fulfill all the rules and regulations of the government and LWF.

### Main responsibilities

Areas of responsibility	Performance expectations
Office Management	<ul style="list-style-type: none"> <li>• Ensure timely opening and closing of the office.</li> <li>• Function as a receptionist.</li> <li>• Maintain proper functioning of all office computers, equipment, tools and furniture.</li> <li>• Keep track of payment for water, electricity, telephone, internet, rentals and other utilities and process for timely payment.</li> <li>• Maintain "central filing" system, so that documents are accessible to all.</li> <li>• Supervise cleaner for cleanliness of the office premises and office rooms.</li> <li>• Assist PC to make sure smooth day to day program running of all staff according to LWF Policies and Procedures side of Admin Unit.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage the Admin Central Filing system; keeping all files orderly and information complete readily accessible when needed.</li> <li>• Information LWF policies and issue to support for all staffs when needed.</li> <li>• Correct use IT Equipment and maintain.</li> </ul>
Administration and Report	<ul style="list-style-type: none"> <li>• Maintain and send monthly attendance, Time sheet and leave record summary and documents of each staff to Yangon by first week of the month.</li> <li>• Maintain staffs update contact details and provide to all staff information to Yangon.</li> <li>• Maintain motorbike and generator usage log book, prepare monthly report and submit to PC.</li> <li>• Receive, dispatch, and deliver official letters and materials.</li> <li>• Perform field visits as and when necessary.</li> <li>• Maintain insurance coverage of staff, assets as per regulations.</li> <li>• Maintain record of the staff personal details.</li> <li>• Monthly generator Fuel Consumption, Admin cost, Motorbike fuel consumption staff leave balance, LWF Office Materials Balance report through FAO to Area Coordinator.</li> <li>• Correspondence with line department INGOs, NGOs and others CSO.</li> </ul>
Procurement , Store and Inventory	<ul style="list-style-type: none"> <li>• Ensure that good required for the day to day operation of the office are available at the times.</li> <li>• Updated Fix Assets and Inventory List</li> <li>• Prepare and update procurement plan, initiate procurement process as per LWF procurement policy and submit documents for the decision of project management team (PMT).</li> <li>• Maintain separate stock books for fixed assets, durable items and items like stationery.</li> <li>• Store the goods in proper secured place.</li> <li>• According to LWF guidelines do stock physical (Inventory and Fix assets list) verification in June and December and submit hard copy report through FAO to Area coordinator and soft copy report to Head Admin unit.</li> <li>• Assist HR component to Yangon HR units for the field Office concern.</li> <li>• Make sure standard cost of transportation as the geographic areas.</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Ensure that expenditures are charges to the right project and budget line(account codes)</li> <li>• Take Cash count at least once a weak</li> <li>• Maintain minimum cash balance</li> <li>• Maintain daily petty cash, receipts and payments in excel sheets.</li> <li>• Prepare 15days cash receive and payment report and send to Ann along with original bills, contracts, agreements, bank statements and other relevant documents</li> <li>• Make payments after approval from the Officer in Charges.</li> <li>• Maintain backups and scan for all financial documents</li> <li>• Assist and ensure that all Ann staff to take and settle advances in accordance with LWF Policy.</li> </ul>
Logistics Services	<ul style="list-style-type: none"> <li>• Arrange transport and accommodation for staff and visitors.</li> <li>• Arrange take resents action, transport and accommodation for foreign mission.</li> <li>• Arrange any other logistical requirement as needed.</li> </ul>

Supervision and Support	<ul style="list-style-type: none"> <li>• Supervise and monitor the performance of the Cleaner, Guard and Helper and other admin staffs.</li> <li>• Support training and activities when needed.</li> <li>• Computer software installation for office use when needed.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Any other jobs as assigned by the Supervisor as and when necessary.</li> </ul>

## **Job Requirements**

### **Qualifications and Experience:**

- Formal qualification in Business Administration or Business Management or Public Relation (at least Bachelor degree)
- Minimum three years experiences in administration work public relation and secretary in company government NGO agencies.
- Communication skill, both written and spoken in Myanmar and English.
- Excellent interpersonal skills.
- Good organization skills.
- Computer skills (Word/ Excel / Power point/ Photoshop)

### **Required Skill:**

- Ability to work independently.
- Ability to drive motorbike in rugged mountain trails.
- Ability to walk in rugged mountain trails.
- Believes in respect to all.
- Team spirit and attitude of service.
- Eagerness to work with the people.
- Desire to learn from the people and teach them.

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LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter; full CV; copy of NRC; a recent photo; name and contact details of 3 references (one reference must be from current employer); your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women are encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email to [hr.myanmar@lutheranworld.org](mailto:hr.myanmar@lutheranworld.org) or at any one of the following Lutheran World Federation Myanmar offices.

1) LWF- Yangon Office  
No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

2) LWF– Sittwe Office  
House No.278, Thit Sar Street, North San Pya Ward, Pyi Taw Tar Quarter, Sittwe, Rakhine State, Myanmar.

3) LWF – Chin Office  
No.552, Tha Khin Aung Min Street, West Ward, Mindat Township.

4) LWF – Kayin Office  
No. 6/833, Corner of Sein Si Mya Street and Hpa Yar Street, 6 Ward, Hpa An Township.

5) LWF– Ann Office  
No. (16), Yadanar Street, 5 Ward, Ann Township.

**Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview.**

**Application Deadline: 5 February 2020; 5:00 pm**