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The Lutheran World Federation Myanmar Program

JOB Announcement

Position title: Office/Finance Clerk
Responsibility level: Grade 2
Report to: Finance Officer
Duty station: Sittwe Tsp, Rakhine State

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.

LWF Myanmar is dedicated to promoting children's rights and ensuring that their welfare and physical security are recognized, safeguarded and protected in accordance to UNCRC; and international, regional and national standards. LWF Myanmar commits itself to creating and maintaining an environment which promotes its core values and prevent children from physical abuse, neglect, emotional abuse and sexual abuse. Employees are expected to adhere to LWF Child Protection Policy and safeguard children and Protection, Sexual Exploitation and Abuse (PSEA).

Job summary

LWF commenced its assistance to people of the Rakhaine State from 2013 through humanitarian assistance. Since then, it is extending its supports to people of Rakhaine through humanitarian and development projects. LWF Sittwe Office is a field office of LWF Myanmar comprises of diverse aptitude of staffs as well as nature and stage of projects. Apparently, it is expected that the knowledge, virtue and skill of each staff will enrich the organizational learning environment and benefit individual staff as well as organization.

The Office/Finance Clerk will be responsible for providing general finance/office assistance and documentation, small purchases for the office and others. Though the post is under Finance Unit but has to assist other unit as well for the similar tasks.

The Office/Finance Clerk will work in a team with other staff, but is required to undertake other relevant tasks as requested by line supervisor.

7. Responsibilities and expected performance:

Areas of Responsibilities	Performance Expectations
<u>7.1 General Finance/Office Assistant</u>	<ul style="list-style-type: none">• Verify the entire document based on checklist provided by supervisor.• Scan Cash/bank transactions – payments and receipts• Ensure to register all incoming and outgoing documents and mails• Maintain all the finance documentation and secure it as instructed by supervisor.• Maintain photocopy machine usage record by manual• Make small purchases on an ad hoc basis as instructed by supervisor and in compliance with procurement policy• Ensure printers and copiers are stocked with paper• Assist in withdrawing money from the bank• Deposit Government tax as instructed by finance unit• Pay the salaries of Incentive workers (CCCM), NFE Facilitators (Education), NFE Teachers(Education), CFS Animators and Community Teachers (Education)• Make payments for Cash Based Intervention projects• Assist in collecting bank statement and cheque books from the bank
<u>7.2 Message delivery</u>	<ul style="list-style-type: none">• Courteously deliver messages, mails/letters as instructed.• Assist with binding documents, making copies of documents or office reception as called upon
<u>7.3 Other tasks</u>	<ul style="list-style-type: none">• Fulfill other general office tasks as requested by Supervisor or the Project Coordinator/Officer-In-Charge

8. Qualification and Experiences

The Office/Finance Clerk shall have:

- Bachelor Degree, equivalent diploma
- At least Two years experiences related in field
- Believes in respect for all
- Eagerness to work with people
- Desire to learn from the people and teach them
- Ability to speak, read and write in English.
- Computer skills

Other requirement

- Training in related field
- Motorbike license
- Willing to work as a team and open good relationship with internal and external of the organization
- Team spirit and attitude of service

Duty Station:

- The position will be based in **Sittwe Tsp, Rakhine State.**

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 hr.lwf.mm@gmail.com 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 Tsp.
- 5) LWF– Ann Office
No. (16), Yadanar Street, 5 Ward, Ann Township.

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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: 18th July 2019; 5:00 pm