



Job Announcement

Assistant Admin and Logistics Officer - One Post
Hpa Ann Township, Kayin State

The Lutheran World Federation (LWF) Myanmar is an international non-government organization serving the people of Myanmar since 2008 after Cyclone Nargis. Currently LWF is facilitating rights-based empowerment process in 50 villages of Bogalay, Dedaye, Pyapon, and Twantay Townships of Ayeyarwady and Yangon Region; 36 villages of Mindat and 20 villages in Matupi Township, Chin State and 32 villages of Kyarinnseikgyi, Pharpun and Hlainbwe Townships in Kayin State. LWF is assisting the IDPs, host communities and nearby villages of Sittwe, Mrauk U and Pauktaw Township in Rakhine State to improve children's access to education. LWF also works with Camp Management Committees (CMC) of 11 camps in Sittwe and Pauktaw Townships. Mainstreaming community based psychosocial support; gender; environment; fire-safety and protection are integral part of the program.

The working approach of LWF is Rights Based Empowerment, Working with the Government Structures and Integrated. The strategic objectives of LWF are DRR, Emergency Preparedness and Response, Sustainable Livelihood, Community-led Action for Justice and Peace and Quality and Sustainable Practices and Programs. It's values such as Dignity and Justice, Inclusion and Participation, Respect for Diversity, Accountability and Transparency, Compassion and Commitment guide the work.

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.

Job summary

The Assistant Admin Logistics Officer will assist the Project Coordinator to effectively and efficiently manage the logistics and procurement, personnel administration and office management to make sure the implementation of related matters are in line with LWF policies and procedures.

The Assistant Admin and Logistics Officer is based in Township Office, but if required to undertake visits to the project areas. The Administration Assistant is responsible to and supervised by the Project Officer and works under supervision and guidance of Project Coordinator in close cooperation with other relevant staffs of Township Office and staffs in Yangon as a team.

Major Responsibilities:

Area of Responsibilities

Administration and Logistic

- Assist to PC for organize the project documents.
- Ensuring paperwork is arranging promptly and appropriately and maintains central filing system.
- Support PC and implementation teams with communication and information sharing between LWF and other actors.
- Prepare materials for trainings.
- Assist in preparation and documentation of field travel arrangements and logistics.
- Taking meeting minutes in all meeting and keep that document.

Procurement and Asset Management

- Regularly check the procurement documents and make sure they are all in line with LWF policies.
- Assist in the preparation of necessary documents related to procurement with strict adherence to procurement policy manual.
- Ensure that items procured are charged to the right account codes.
- Replenish the fixed working cash advance for procurement and maintenance expenses in a timely manner.

- Ensure that all copies of proposals are certified that funds are available before getting quotations.
- Ensure that all assets procure are properly accounted for (assigning property numbers, keeping the asset database up to date, etc.)
- Maintain a separate fixed asset register for all assets.
- Assist with documents to Ministries and Government departments for waivers of import and export duties.

Maintenance / repairs (Office, residences, vehicles & equipment)

- Facilitate maintenance and repairs of generator, and other office and residence equipment in a timely fashion.
- Maintaining equipment and vehicle maintenance and repair and maintenance, fuel consumption and accidents records.
- Ensuring that utility services such as telephone, generator, electricity, air conditioners, internet, water and plumbing are properly working.
- Facilitate collection of utility bills such as electricity, water, garbage collection and telephone, etc. Submitting them to FA for analysis before payment process.
- Ensure that all vehicles, fire and office asset insurance policies are renewed on time.

Office Management (Overall look the office management and support for correspondences, supplies and receptions.

- Prepare the office supplies to meet the requirements for all
- Support the Project Coordinator in preparing correspondences, communications and other documents as required.
- Make sure office is securely guarded and clean

Supervise and support in the Unit (Provide supports and train staff in the unit and to make sure all in competence to work effectively)

- Provide supports to all project staff and supervise the Office Helper and Guards.
- Prepare monthly leave summary and submit to HR Unit
- Collect time sheet and leave summary from staff and submit to HR Unit
- Prepare monthly personnel movement report for payroll calculation and submit to HR Unit

Others

- Other activities as requested by the supervisor

Qualification and Experience

Academic qualification:

- Bachelor's Degree or relevant diploma in business management or related field.

Experience

- 3 years of working experience in related filed
- Strong organizational skills with the ability to multi-task

Required Skills:

- Good computer skills –MS Office, Excel, Power Point.
- Good command in spoken and written English and Myanmar
- Knowledge of office management systems and procedures
- Excellent time management skills for monthly personnel movement report and the ability to prioritize work
- Attention to detail and problem solving skills
- Understands cultural sensitivity and team work
- Speaking and Understanding Local Language will be a plus

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 and 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 and certificates documents don't need to attach the in your application form.

Application Deadline: 21st May 2018; 5:00 pm