



## Job Announcement

### Receptionist – One Post Yangon

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 Receptionist will be responsible for assisting the ALO in office administration and the general work of the Administration Unit. This includes receiving and directing visitors for all the organizations in the shared office. Managing of communication systems (Phone, fax, email, mails in and out) for all office occupants and the scheduling of all shared office facilities.

The Receptionist will work in a team with all staff at the ACT office in Yangon. The Receptionist is based in Yangon.

#### **Major Responsibilities**

##### **Internal and external communication management**

- Operates phone, fax, radio, central email and mails
- Maintains directories.
- Manages incoming and outgoing mails/fax, messages including proper distribution, record keeping, report and follow up etc.
- Maintains information board in front of the main office
- Checks telephone bills for LWF and other occupants and marks personal and official calls before sending to finance unit

##### **Reception**

- Receives, verifies appointments, and refers to proper offices
- Receive / download, dispatch and file incoming mails and email according to define internal procedures and filing system
- Assisting in daily attendance register
- Internal procedures and filing system
- Prepares welcome packet for visitors in coordination with different units

## **Coordination**

- Makes appointments with staff, ministries, embassies, visitors for appropriate staff and others agencies.
- Manages meeting room schedule and other logistics
- Provides and collects job application forms

## **Correspondences and reproduction**

- Typing, photocopying, scanning and filing of admin documents
- Drafting correspondence as called upon
- Take minutes of meetings (English and Myanmar) and distribute to relevant staff.
- To ensure the materials stock for Kitchen and Toilet

## **Others**

- Performs other tasks that may be assigned by the supervisor

**Level of Responsibility & Authority**, this position place in Grade 3 of the LWF pay scale:Non-supervisory

## **Qualifications and Experience:**

- Minimum two years experiences in reception/ public relation and secretary in company/ government/ NGO agencies.
- Good command in spoken and written English, respectively willingness to improve English knowledge.
- Good personality skills
- Good communication skills (listening, speaking, writing).
- Excellent interpersonal skills; friendly customer relations.
- Good organizing skills.
- Computer skills (Word/ Excel).

## **Required Skills:**

- Formal qualification in Public Relation or Business Administration (at least Bachelor degree).
- Commitment to Myanmar's development
- Able to operate phone, fax, internet and copier
- Team spirit and good attitude of service

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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 [hr.lwf.mm@gmail.com](mailto: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.

Application Deadline: 11<sup>th</sup> May 2018; 5:00 pm