



THE
LUTHERAN
WORLD
FEDERATION
World Service
member of **actalliance**

The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Assistant Administration Officer
Responsibility level: Grade 4
Report to: Administration and Logistics Coordinator
Duty station: Yangon
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) is an international non-governmental organization serving the people of Myanmar since 2008 and Lao PDR since 2012. We are a rights-based humanitarian and development organization. Therefore, at the centre of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, remote ethnic minorities, and marginalized populations. LWF engages with and supports duty-bearers while empowering partner individuals, households, and community development organizations to claim their rights and become more resilient. Within the LWF 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.

Publicity must explain how the rights-based empowerment process is implemented and how it facilitates individuals and communities to impart transformational and long-term changes in their lives. LWF's programming seeks to highlight the whole family and the equal role of women and men in decision-making processes. Publicity outputs highlight partnership among donors, Act Alliance members, duty-bearers, communities, and families for the betterment of humanity. Outputs are necessary for donor accountability, resource mobilization, advocacy, capacity building, giving community members a voice, and for demonstrating social engagement among disparate ethnic groups to advance peace building efforts.

Job Summary:

The Assistant Administration Officer will be responsible for administration, office management and general services to the LWF Myanmar Program.

The Assistant Administration Officer will work in a team with other staff, but is required to undertake other relevant business as requested by line supervisor.

Major Responsibilities:

Areas of Responsibilities	Performance Expectations
Administration and General Services	<ul style="list-style-type: none">Assist ensure day to day running of all offices according to LWF policies and procedures.Assist preparing all office rent contract, apartment rent contract.Assist field office on admin matters and with visits as and when necessary for admin support.

Areas of Responsibilities	Performance Expectations
	<ul style="list-style-type: none"> • Keeps all admin forms are readily available for all staff. • To ensure office supplies are secure and available when needed. • Assist with scheduling of the meeting room, Kitchen and other shared facilities. • Assist to ensure to have insurance for all staff, vehicles, office building, furniture and equipment. • Supporting to have staff ID cards for all new staff by coordination with HR Unit. • To ensure all office supplies and stationary ensuring supplies are secure and available when needed
Travel Arrangement	<ul style="list-style-type: none"> • Arrange flight tickets, bus tickets for domestic and international travels for all staffs and visitors. • Make appointments and hotel arrangement for visitors. • Assist to obtain visa, foreign registration card (FRC) and travel authorizations for all expatriate and visitors • Assist to obtain visa from respective embassies for all participants to attend the training in other countries.
Records and Filing System	<ul style="list-style-type: none"> • Ensure the registration of all incoming and outgoing documents. • Mangle the Filing system; keeping all files orderly and information complete and readily accessible when needed. • Register all the code, file name, department (Section) and place of the file
Others	<ul style="list-style-type: none"> • Assist ALC as called upon to liaise with ministries, embassies and other agencies • Other activities as requested by the supervisor

Authority and Classification

- This position has no supervisory responsibilities.
- This position is classified as Grade 4 in the LWF pay scale.

Qualifications and Experience:

- Minimum 3 Years' experience in administration and office management work in NGO/INGO, company or Government
- Bachelor Degree Require (Economic Science, Business Administration, Advance degree)

Required Skills:

- Good computer skills – MS Office, Excel, Power Point, etc.
- Excellent interpersonal and communication skill.
- Good command in spoken and written English and Myanmar
- Ability to work independently and productively
- Team spirit and attitude of service.

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, persons with disabilities and diverse gender identities 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 or at any one of the following Lutheran World Federation Myanmar offices.

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

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: 14th November 2022; 5:00 pm (MMT)