

## **Job Announcement - Reannouncement**

Assistant Dialogue Officer - One Post  
Yangon

Brot für die Welt (Bread for the World) is the globally active development and relief agency of the Protestant churches in Germany. In more than 90 countries all across the globe we empower the poor and marginalized to improve their living conditions. Key issues of our work are food security, the promotion of health and education, the access to water, the strengthening of democracy, respecting human rights, keeping peace and the integrity of creation.

**Bftw** has immediate vacancy for the following 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.

### **Job summary**

The Dialogue Office of Bread for the World (BftW) assists the local projects partners in capacity building and facilitates the communication between the headquarter in Berlin and the partners. We need a multitasking talent, who is very flexible and likes to work independently. The Assistant Dialogue Officer will be responsible for the financial management and daily routine of the Dialogue Office including administration, logistics, procurement and general services. Furthermore she / he assists the Dialogue Officer in capacity building of BftW partner organizations and will take over own tasks to support the partners. She / he is required to undertake other relevant duties as requested by the Dialogue Officer.

### **Major Responsibilities:**

#### **Office Management, Administration, Logistics and General Services**

- Manages daily routines and ensures a smooth running of the office.
- Communicates closely with the Dialogue Officer here in Yangon, BftW Berlin office as well as with BftW partners in Myanmar
- Communicates closely with Admin and Finance Staff of LWF and others.
- Attends relevant meetings and provides minutes of the meetings
- Makes arrangements for domestic and international travels for consultant and visitors and makes arrangements for visitors and consultants coming to Myanmar
- Assist with visa and travel authorizations for the consultant and visitors in Myanmar and abroad.

#### **Finances**

- Manages all financial requirements of the office (need to know bookkeeping, fund requests, etc.)
- Advises partner organizations in finance issues if needed

#### **Support Capacity building measures for Partner organizations**

- Assists Dialogue Officer in the communication with partner organisations and consultants
- Will be in charge for certain capacity building activities, especially on finances and reporting
- Manages logistics for capacity building measures like eg. trainings, workshop and partner consultation meetings

#### **Records and Filing System**

Manages the filing system; keeping all files orderly and information complete and readily accessible when needed.

**Others**

- Assist the Dialogue Officer on all activities as requested
- Prepares reports and documentation as requested.
- Composes correspondence and communicates with partner organisations when needed.
- Does research on different topics if required by the Dialogue Officer
- Keeps informed of new developments in the country and regions, reads background material and communicates with the consultant

**Authority and Classification**

- This position is an Assistant Position.
- This position is classified as Grade 4 in the LWF (Partner with Bftw in ACT Alliance) pay scale.

**Qualifications and Experience:**

- Minimum 3 years' experience in administration work preferably in INGO/NGO, company or Government
- Bachelor Degree Require

**Required Skills:**

- Good command in spoken and written English and Myanmar
- Very good knowledge on financial management
- Computer skills – MS Word, Excel
- Ability to work independently and on own initiative
- Ability to prioritize work and meet deadlines
- Good understanding of cultural sensitivity
- Reliability and responsibility, good organizer and communicator
- Working thoroughly and strong attention to detail
- Friendly and capable of learning and adapting quickly
- High commitment to work for social justice and poverty reduction
- Ability to always maintain self-motivation and be consistently pro-active; Possessing a positive 'can do' attitude

Applications can be submitted via email **hr.lwf.mm@gmail.com** and at any one of the following office.

1) ACT Alliance Myanmar Office  
No.11, 6<sup>th</sup> Floor, Kan Street, (6) Ward, Hlaing Township, Yangon.

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

**Application Deadline: 21<sup>st</sup> January 2019; 5:00 pm**