



ကြယ်စင်တို့ရဲ့ မျှော်လင့်ချက်

Hope for Shining Stars (1/ Local/ 0172)

Head Office, Apartment 045, 5th Floor, Bayint Naung Tower (1-A), Bayint Naung Road, Kamayut Township, Yangon, Myanmar

Job Announcement

Hope for Shining Stars (H4SS-S4SK) is a small NGO which works to provide educational opportunities for children and young people from very poor backgrounds. Our work began in 2007, and we are a registered organization by the recommendation from Ministry of Home Affair and Ministry of Education. If you want to know about our organization in more detail, please see in the website www.s4sk.org.uk.

Vision:

The life-prospects of the very disadvantaged children must be improved by providing the successive intervention of appropriate education. We hope that our students will play their role as democratic citizens, respect each other's rights, have an understanding of democratic values and processes, and have satisfying careers.

Core Value:

- Education with loving kindness
- Honesty
- Mutual respect and trust
- Commitment and accountability on our work

Project Areas:

Yangon Region, Bago Region, Magway Region, Ayeyawaddy Region

We are seeking for the following position;

- Title of Job** : Admin, HR, Logistic Officer
- Location** : Yangon
- Report to** : Project Manager
- Terms** : 1 Year (can be extendable according to performance)
- Starting Date** : as soon as possible



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Position Description: The Admin,HR and Logistic Officer is responsible for the efficient running of the Admin,HR and Logistic system of H4SS-S4SK and for its integrity.

Job Responsibility:

1. Managing to prepare delivering the Forms using the checklist
2. Managing for Purchasing materials (Classroom facilities +Teaching-learning materials + office stationaries + office refreshment) following to the procurement process
3. Making data Entry for purchasing and Distributing of the materials and balance; and making ensure to keep the quality data by following the data flow
4. Organizing office documents such as staff profiles, fixed assets, Office Inventory, leave records and staff attendance, meeting records
5. Arranging the things for the trainings with logistic support, meals and participant lists
6. Receiving / Sending information through emails or on phone and informing them to Project Manager
7. Managing to tax office utility bills and compiling them
8. Managing to maintain the Office & office materials including IT services
9. Publicizing job-announcements whenever necessary
10. Publicizing organization activities through different media
11. Writing meeting minutes
12. Occasionally performing some unexpected tasks as PM requested
13. To observe the core values of H4SS-S4SK.



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Hope for Shining Stars (1/ Local/ 017)

Head Office, Apartment 045, 5th Floor, Bayint Naung Tower (1-A), Bayint Naung Road, Kamayut Township, Yangon, Myanmar

Job Requirements:

1. A commitment to education and child protection for very poor children
2. Honesty and integrity of character
3. Bachelor degree or related Diploma degree;
4. Experience of working in a NGO at least for 2 years
5. Good interpersonal skill and communication skill;
6. Ability to work independently and collaboratively
7. Good Verbal and written communication skill in English

Application Procedure:

If you are interested in this job, you can send your application letter with attached CV including expected salary, two referees and one passport size photo *in one file of PDF format or Microsoft Office word format* to the following address or via email no later than **4th April 2019**. Please ensure sufficient information of two referees. Only short listed candidates will be contacted by H4SS-S4SK for an interview.

Application should be addressed to:

Admin-HR Department

No. 045 , 5th Floor , Bayint Naung Tower (1-A), Bayint Naung Road

Kamayut Township, Yangon

Email: ao.h4ss.s4sk@gmail.com

Phone: 09 - 776150638