
VACANCY ANNOUNCEMENT (038-YGN-30/Aug/2019)

Pact is an international non-profit, non-religious, non-political and non-governmental organization that is based in Washington D.C, United States. Pact is currently working in 57 countries, implementing more than 100 programs. Pact has been working in Myanmar for nearly two decades, implementing a wide range of development programs which focuses on promoting the lives of the vulnerable community.

Pact in Myanmar is currently seeking a motivated, experienced and dedicated candidate for the position of **Administrative Assistant**.

Position Title:	Administrative Assistant
Program/ Department:	Shared Services
Supervisor:	Senior Administrative Officer
Salary:	Attractive, with generous staff benefits
Duty Station:	Yangon Office
Duration:	12 months fulltime (with three months' probation)

Position Summary:

The Administrative Assistant is responsible to coordinate required administration support regarding to, Inventory and logistics process. The position holder undertakes to ensure all provision of Yangon office and filed office inventories list and logistics support.

Primary duties include:

- Effective and timely provision of quality logistics services to Pact office and program.
- Office assets are registered, allocated and tracked properly by coordination with program.
- Record Inventory and allocation of all office assets. Inventories are recorded properly.

The Administrative Assistant will also be a member of Admin Unit of Pact. The position holder is responsible to assist Administrative officer to ensure all office and resident supports are effectively organized.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Office and Residence

- Ensure adherence to Pact administrative policy and procedure in office and residence related contracts/documents and purchases
- Prepare Purchase Request for all admin related services for office and residence.
- All associate invoices are timely settled upon the receiving of goods/service

Expected Results:

- *Ensure timely contracting and its renewal of office and residence.*
- *Ensure payment completed though coordination with finance department.*

2. Logistics Support

- Assist to Senior Admin Officer for manage, organize and provide all logistics related administration services to all Pact and program are completed in timely manner, includes but not limited to Logistics and transportation services.
- Maintain updated and donor compliance inventory record for all Pact asset.
- Ensure inventory of office asset are managed, recorded and allocated properly.
- Initiative physical check of inventory at Field and Yangon office in biannual basic.
- Allocate and record all office assets and ensure all inventories are recorded properly.
- Coordinate cross cutting logistics related support issues across various sections.

- Assist Senior Admin Officer in producing monthly inventory report based on accurate and up to date information.
- Provide valuable information and feedback to develop logistics related administrative organizational policies and procedures. Initiate remedial measures anywhere potential for improvement.

Expected Results:

- *Ensure timely and quality provision of logistics services are requested.*
- *Ensure travel arrangements are scheduled properly.*
- *Ensure all office asset, inventory is properly recorded and checked.*
- *Yangon & Field Inventory ground check must complete biannual basis.*

3. General Administrative Support

- Assist Senior Admin Officer in scanning, filing and preparation of documents related to visa, TA and other administrative documents.
- Assist Senior Admin Officer in maintaining soft copy records for visa, TA and other administrative information.
- Act as Backstop for Admin officer and perform receptionist tasks during whenever admin officer is away from office.

4. Emergency Logistics Support

- Assist Senior Admin Officer in maintaining an overall understanding of logistics capability available in field offices and manage readiness information in case of emergency.
- Assist Senior Admin officer in developing contingency logistics plans to deal with emergent situation that may result from natural or man-made crisis situation.

5. Others

- Provide necessary assistant by and Sr. Admin Officer.

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

- University degree–Bachelor’s Degree and or related field.
- Minimum of (2) years of experience in administrative and logistic related field.
- Ability to work quickly and accurately under time pressure and tight deadlines.
- General computer skills including Microsoft Word, Excel are required;
- Excellent interpersonal skills and ability to work both independently and as the member team.
- Willingness to learn or adapt to new ideas and procedures.

Interested candidates are invited to submit an application letter and curriculum vitae (CV), a recent passport size photograph, contact details and **two referees** addressed to the following contact by **6th Sep 2019 (Friday) 5:00 PM.**

Assistant Human Resources Manager

Pact in Myanmar

15th floor, crystal tower, kyun taw street,
kamaryut township, yangon, myanmar

Email: myanmarhr@pactworld.org

Tel: 09. 420074221, 01.9339351, 9339352, 933935, (Ext: 72 & 73)

Note:

- 1) Earlier application is encouraged to every interested person. After receiving the potential application, position may be filled up prior to closing date.
- 2) Application via email: Please do not enclose copy (ies) of other relevant supporting documents (such as educational certificate and testimonials) if the application submitted via email.
- 3) Only short listed candidates will be notified.