

## Senior Admin Officer

<b>Date of issue</b>	: 05-06-2020	<b>Closing Date</b>	: 22-06-2020 <b>(Yangon Time Zone)</b> CoB
<b>Duty Station</b>	: Yangon, Myanmar	<b>Duration</b>	: 12 months
<b>Category of Staff</b>	: National Staff	<b>Grade</b>	: NE-2
<b>Estimated starting date of employment</b>	: As soon as the suitable candidate selected		
<b>Vacancy No</b>	: IFRC-N001		

### Background

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with 192 member National Societies. As part of the International Red Cross and Red Crescent Movement, our work is guided by seven fundamental principles; humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

### Organizational Context

The Organisation acts before, during and after disasters and health emergencies in order to meet the needs and improve the lives of vulnerable people. Our work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade.

Myanmar Country Office is one of the Country Offices in the Asia Pacific Region (APR). The Country Office is led by a Head of Country Office (HCO). The Senior Admin Officer is reporting to Senior Management Services Manager and line manages the Admin Officer and Admin Assistant to ensure that these positions are more coordinated in supporting the IFRC Myanmar Country Office as well as Myanmar Red Cross Society (MRCS) in delivering its core services to the people.

Myanmar Country Office is one of the Country Offices in the Asia Pacific Zone. The Country Office is led by a Head of Country Office (HCO). To provide financial support for Myanmar Red Cross Society's Develop of Programme, under the supervision of Senior Finance Manager. This position manages and performs key tasks, with an emphasis on optimal performance, timely action, and proactive systems development.)

### Job Purpose

In close coordination with Myanmar Red Cross Society (MRCS), the Senior Admin Officer will provide admin support services such as Admin, Logistics (specifically for Procurement) and partially supporting in Security to the IFRC Myanmar Country Office as well as to assist the Myanmar Red Cross Society through the Country Office in Myanmar by providing technical support to strengthen their capacities, strategies and activity plans.

### Job Duties and Responsibilities

#### Administration

- To provide administrative and secretarial support to the Country Office.
- Assist Senior Management Services Manager to liaise with Government Ministries for updating the policies and procedure.
- Correspond as required to the Regional office.
- Coordinate the schedule of appointments, meetings and other business duties for the Country Office and others as required.
- To arrange management meetings and follow up on the decisions made at the meeting and follow up report on progress.
- Ensure maintain accurate registers of the assets and property of the Country Office and ensure that accurate office systems are in place and maintained.
- Managing the admin staff for regular office inventory (including IT equipment) update and dispatching with APRO Admin Manager.

- To ensure managing the lease process of Delegates' accommodation and monitoring the validity of the lease.
- Ensure to draft, negotiate and control the issuing of contracts on behalf of the Country Office, with the advice of Senior Management Services Manager and Legal Advisor from APRO.
- To manage the admin staff to ensure the travel authorizations and visa are timely requested to be extend/ applied.
- Manage a small team of administration and support staff including conducting annual performance review.
- Liaise with Myanmar Red Cross on administrative issues where required.

### **Logistics**

- Ensure Logistics Support for Federation operations in the Country, including customs clearance and the processing of all relevant documentation for all import and export items of MRCS/IFRC.
- To ensure the procurement plan are documented and to assist Senior Management Services Manager following up with concerned programme department to ensure the plan are in place in time.

### **Security**

- To assist Senior Management Services Manager to monitor the security situation changes in country.
- Assisting to provide security briefings for all new staff/ delegates/ visitor if be needed.

### **Duties applicable to all staff**

- Actively work towards the achievement of the Federation Secretariat's goals
- Abide by and work in accordance with the Red Cross and Red Crescent principles
- Perform any other work related duties and responsibilities that may be assigned by the line manager

### **Education**

- University degree or equivalent professional experience is required.
- Professional qualification in development studies or a related area is preferred.

### **Experience**

- Experience of managing and supporting staff is required.
- Minimum 5 years' experience of Human Resources Managements is required.
- Experience in supporting logistics development and institutional change is required.
- Minimum 3 years' experience of Security Management System is required.
- Experience of specific Region where application is being done is an advantage is preferred.
- Finance experience with an International humanitarian or aid organization is required.
- Ideally be familiar with the Red Cross Red Crescent Movement and be sensitive to the complexities and constraints associated with the IFRC / National Society mandate is preferred.
- Experience of working for the Red Cross/Red Crescent is preferred.

### **Knowledge & Skills**

- Skills in leading, training and developing staff is required.
- Good understanding/practice of HR/ Logistics/ Security issues is required.
- Demonstrated leadership and management skills, including the ability to lead within a matrix management structure and utilise talent and experience of team members in a productive way is required.
- Outstanding networking, representational, communication and negotiation skills. An ability to be proactive and persuasive is required.
- Demonstrated track record in innovating, contributing to a learning culture, sharing knowledge and new approaches to engaging partners.
- Professional credibility, able to work effectively at all levels across the organisation is required.
- Ability to work within a multi-cultural, multilingual, multidisciplinary is required.

## Language

- Advanced level of fluently spoken and written English and Myanmar.

## Competencies and values

- Core competencies: Communications, Collaboration & Teamwork, Judgement & Decision, National Society & Customer Relations, Creativity & Innovation, Building Trust.
- Functional competencies: Strategic Orientation, Building Alliances, Leadership, Empowering Others.
- Values: Respect for Diversity, Integrity, Professionalism, Accountability

## How to apply

Interested candidates should submit their applications with full informative CV and cover letter explaining their suitability for the position, by e-mail to:

### Human Resources

#### International Federation of Red Cross and Red Crescent Societies

Red Cross Building | No. 42, Strand Road | Botahtaung Township | Yangon

Email: [cherry.aungthein@ifrc.org](mailto:cherry.aungthein@ifrc.org)

## Comments

The Federation is an equal opportunity employer.

## 10 reasons to join the IFRC

- To join an organization that saves lives and improves the living conditions of vulnerable people around the world.



- To be part of world's largest humanitarian network.
- To work for one of the world's most recognized, iconic and trusted brands.
- To be involved in supporting the work of the world's largest network of volunteers.
- To be exposed to a variety of stimulating assignments locally or internationally.
- To work in a place where proactive individuals have the possibility to make a difference.
- To enjoy autonomy and authority to make decisions within one's area of work.
- To have opportunities of continuous growth, both on-the-job and through learning systems.
- To join an international and multi-cultural work environment, where diversity is valued and promoted.
- To receive competitive pay and benefits for the humanitarian sector.