



# INTERNATIONAL RESCUE COMMITTEE

## Vacancy Announcement-Ref No.1714

(National Only)

### Four Core values of IRC

#### Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

#### Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

#### Service

We are responsible to the people we serve and the donors who enable our service.

#### Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

### From Harm to Home

The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future.

[www.theirc.org](http://www.theirc.org)

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Livelihoods, water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying?	Receptionist
Number of Opening	1
Who you report to?	Sr. Admin Officer
Where you work?	Yangon
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Monthly Health Benefit + Annual Group Life Insurance + Annual 13 <sup>th</sup> Month Pay + Severance Policy + Leaves Entitlements)
When can you apply?	During 30 April 2024 to 9 May 2024
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, gender equality, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse also be working in close collaboration with program teams, operation, and admin teams. He/She will also undertake other assignments as requested by supervisor.
What is your Job Scope?	<p><b><u>Job Overview/Summary:</u></b> The Receptionist is responsible for front office operations and activities. This includes the switchboard, receiving visitors and receiving/forwarding mail.</p> <p>The Receptionist reports to the Sr. Administrative Officer and liaises with Logistics for maintenance and repair of office and residents' equipment.</p> <p><b><u>Major Responsibilities:</u></b></p> <ul style="list-style-type: none"><li>• Welcomes visitors by greeting them, in person or on the telephone, answering or referring to inquiries.</li></ul>

- Maintains the reception area safe and clean by complying with procedures, rules, and regulations.
- Assists staff within the organization to make phone call connections including oversea and official calls.
- Properly handles the telephone messages and forwards them to the department/person concerned.
- Sends & Receives Fax and keeps a copy in file and passes the Fax to department/person concerned.
- Updates the list of telephone numbers, emails and addresses of IRC office, residents, field offices and Yangon based staff.
- Updates and shares the list of telephone numbers, emails and addresses of partners' organizations, UN, INGOs and diplomatic missions and other useful internal and external phone numbers for the organization.
- Ensure that newspapers and reading materials such as IRC promotion pamphlets and other documents are in place in the reception area.
- Receives and records incoming and outgoing mails and dispatches the incoming mails to the concerned person/department or through the mail pigeonhole.
- Manages effective courier (pouch) system between HQ, 3MM offices, other IPs, donors and line ministries.
- Prepares payment request for all courier services.
- Hotel booking and prepares Payment Request for monthly bills (hotel, electricity, telephone, water, internet, etc) for the office and international staff guest house and manages to pay in time.
- Arrange and book meeting room, according to requestor.
- Updates stationary list and submit request to Supply Chain to procure.
- Assists to scan and copy for Yangon based staff when it is necessary.
- Organize and manage hotel accommodations for staff and guests efficiently and timely processing and settlement of hotel payments.
- Monitor and maintain adequate levels of printer cartridges to facilitate seamless office operations.
- Manage and replenishment of office stationery supplies to support daily tasks effectively.
- Prepare payments and distribute mobile cards to staff on time in accordance with the Mobile Phone Allowance Memo guidelines.
- Supervises domestic staff to make the office, its property and kitchen properly clean.
- Arrange and book meeting room, according to requestor.
- Work closely with the Supply Chain Department to ensure efficient monitoring and procurement of office stationery and cartridges, prioritizing timely acquisitions to support operational requirements.

## **What should you have?**

### **Key Requirements**

**Education:** Bachelor's Degree or diploma.

**Work Experience:** 2 years working experience in the related field, preferably with an International NGO or Institution.

**Demonstrated Skills and Competencies:** Computer skills in Microsoft Office.

**Language Skills:** Written and spoken fluency in English.

### **Other**

Organizational, communication and interpersonal skills

An ability to work discretely and professionally with sensitive and confidential information.

Interested and qualified candidates are to submit a **Cover Letter, Resume, NRC and Education Certificates** to the Human Resources Department before the deadline.

Deadline	Mailing Address	Email
5pm on Thursday, May/ 9 /2024.	<b>International Rescue Committee</b> <b>Yangon Office</b> 69/54 (B 4), Oak Tha Pha Yar Street, Kyaikkasan Quarter, Bahan Township, Yangon.	<a href="mailto:HR.IRCMyanmar@rescue.org">HR.IRCMyanmar@rescue.org</a>

**Notes:**

- Resume is requested to be submitted in **Microsoft Word Format**.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status or disability.
- Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will be subjected to the termination of the employment contract even after successfully selected.
- **IRC regrets to inform that only short-listed candidates will be contacted.**