

VACANCY ANNOUNCEMENT

Job Title	Admin Assistant
Department	HR - Admin
VA No.	HRAD/2024/0430/004
Job Level	JL- 2
Contract Duration	31 December 2024
Number of Position	1
Location	Yangon, Myanmar
Travel	Occasional travel to the project related area
Reports to	Sr. Administrative Coordinator
Reporting to this position	Security Guards

Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and sustainable development needs. Founded in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

Primary Responsibilities

- The administrative assistant is responsible for supporting the Sr. administrative coordinator in the asset management, office administration and support, travel and events arrangement, and documentation of administrative related activities.
- Manage all official in-coming and out-going correspondence ensuring that documents received are registered and channeled to the appropriate persons.
- Maintain availability of all admin related forms for use by staff as needed.
- Assist the supervisor with the physical check process.

Regular Responsibilities

- Maintain the daily running of the CPI office to include maintenance of equipment, purchasing of necessary supplies, filing, and other duties.
- Stationery management (centralizes requisitions, check and monitor the stocks, checks the consumption and request for procurement)

Asset/Inventory Management

- Make sure every asset/inventory issuing process are properly documented and recorded
- Support supervisor to do the regular physical asset/inventory check periodically

Operations and Administration

- To perform logistical arrangement for all office supplies, etc.
- Assists CPI staff for documents scan, copy and layout on computer when it is necessary.
- Supervise security guards for proper office administration support.
- Calculate overtime and initiate timely overtime payment in accordance with CPI overtime guideline.
- Lead to craft the duty roaster of security guards and inform to Sr. admin coordinator.
- Monitor for the smooth running of office facilities such as electricity, generator, water, fuel.

Travel and Events Arrangement

- Provide administrative support, including travels and logistics support for meetings, field visit includes preparing and facilitating travel/expense reimbursements.
- Receive invoices from suppliers, check the accuracy, and pass payment requests together with all necessary supporting documentation to finance, track to ensure payment is made on time to the supplier.
- Assist program staff in organizing some events such as workshops, seminars, conferences and urgent activities if required and requested.

Documentations

- Make sure proper filing system for administrative related documents.
- Implement the proper letter in/out system.
- Support in preparing contracts and related documents as needed.
- Make sure log sheets and other documents are well organized and archived in accordance with CPI policy.

Essential Skills

- Bachelor's Degree in the related field or equivalent experience in related position.
- Ability to establish priorities in a time sensitive environment and meet deadlines with strong attention to consistency, detail, and quality
- Possess strong professionalism, client-orientation, and interpersonal skills
- Consistently communicate in an amiable and professional manner with internal teammates and external parties
- Possess strong integrity and sensitivity for confidential materials
- Good English language skill, verbal and written
- Have strong skills in Microsoft Office (Excel and Word), and Google Workspace
- Able to travel and work in remote area around Myanmar

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(13-May-24, Monday)**, Yangon, Myanmar.
- Please clearly mention the Position, Location and VA Number you are applying for in the email Subject Line.

CPI's Value

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

Note to Candidate

- Candidates are required to declare in advance that should there be any relative or family member currently being employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted
- Contract and position are contingent upon successful award of the project and final approval by the donor.