

VACANCY ANNOUNCEMENT

(VA – 013/2025)

CFSI is a humanitarian organization committed to peace and social development, with a particular interest in the psychosocial dimension. Its mission is to protect and promote human security—specifically the lives, well-being, and dignity of people uprooted by persecution, armed conflict, disaster, and other exceptionally difficult circumstances.

CFSI in Myanmar seeks qualified, experienced applicants with diverse backgrounds to work with CFSI, the duty station is in Yangon.

1. Administrative Assistant

1 post

SUBMISSION OF APPLICATIONS

Interested applicants should send their Expression of Interest (EOI) application to cfsi-myanmar@cfsi.ph with the subject line CFSI Screening Committee - (Position Title). *Example: CFSI Screening Committee-Monitoring and Evaluation Assistant.* The Screening Committee will only contact short-listed candidates. In your submission, include the following documents:

- (1) Letter of interest addressed to the “Screening Committee”**
- (2) Updated curriculum vitae**
- (3) Names and contact details of three professional references**

CFSI highly values diversity, is an equal opportunity employer, and welcomes into the Organization those who are committed to human rights, subscribe to humanitarian principles, and meet the requirements of specific posts. Employment is offered without regard to race, color, religion, gender, age, (dis)ability, sexual orientation, or marital status. Committed to being a learning organization, CFSI invests in the further development of its human resources, including contributions towards higher education.

CFSI is committed to preventing any type of unwanted behavior at work, including sexual exploitation and abuse, lack of integrity, and financial misconduct. CFSI has adopted a zero-tolerance approach to sexual exploitation, abuse, and harassment. Rigorous background and reference checks are undertaken for all short-listed candidates.

Incomplete application will not be considered for selection.

Qualified females are strongly encouraged to apply.

Deadline of Submission: 06 May 2025

COMMUNITY AND FAMILY SERVICES INTERNATIONAL

Position Description

Position	: Administrative Assistant
Reports to	: Administrative Officer
Duty Station	: CFSI Office in Yangon
Project Classification	: Strengthening Child Protection Intervention and Community-based Services in Rakhine State (SCPICS)

Duties and Responsibilities:

Under the direct supervision of the Administrative Officer based in Rakhine State and the technical and functional supervision of the Finance Officer the Administrative Assistant (AA) will perform the following:

Specifically, the Administrative Assistant will perform the following tasks:

Administrative

1. Attends meetings and other related inquiries and reviews called by partner counterparts such as UNICEF, UNFPA, UNHCR, and others, in the Yangon Office;
2. Keep an updated directory of government offices, police stations, fire stations, and nearest hospitals/clinics in Yangon;
3. Ensures that the orientation of new project staff and volunteers is provided within 10 working days of the start of their engagement, and in coordination with other key staff in Yangon;
4. Ensures that the preparation, review and signing of all CFSI staff contracts (original and renewal) are properly carried out in a timely manner and approved by the Head of Office (HoO) before sharing to other CFSI offices;
5. Ensures the correctness and completeness of the PERs received in Yangon Office before sharing to the Supervisor;
6. Ensures that the copy of the DTR of staff based in Yangon are kept in your duty station;
7. Encode basic information from the printed copy of all application documents and share to AO for uploading to the Google sheet;
8. Update and keep record of updated master list of CFSI staff in Google Drive;
9. In coordination with the CFSI Programme Officer based in Yangon, ensure that all CFSI staff have complied with HR requirements, including curriculum vitae, government IDs, and that CFSI staff are provided with life/accident insurance, CFSI IDs, and CFSI uniforms;
10. Process and keep records of all staff leave applications approved by respective Project and Unit Leads, and monitor the leave entitlements;
11. Draft the recruitment announcement for the review and approval of the Head of Office. Once approved, share with the Programme Assistant for uploading in the MIMU and with AO for posting in respective locations in Maungdaw, Buthdaung or Rathedaung, and with CHAIRE 2 AA in Siitwe;
12. Prepares and keeps records of correspondences/reports on general administrative matters, including minutes of meetings and notes for the file for Yangon Office;
13. Supervises the General Office/Utility in CFSI Office in Yangon;
14. Attends to inquiries and reviews of CFSI and CFSI partners in Yangon Office;
15. Facilitates and records the movements of internal and external communications in Yangon through pouch, courier, and electronic mail between CFSI offices and field offices of partners (i.e. UNICEF, UNFPA, UNHCR, etc.), other local partners and government officials; and
16. Provide administrative support to the staff members in Yangon like photocopying of documents, etc.

Finance

1. Works closely with the Finance Officer to ensures that the income tax payments of staff are remitted to IRD in timely manner; and respective staff receives the IRD invoice of tax payment from Admin; and
2. Provide assistance to the Finance unit in the payment of bills, trips to the bank, etc., Support the Finance Unit in payment of income tax to government revenue department.

Logistics

1. Supports the Logistics Team specifically on the inventory of office furniture, equipment, vehicles, and other goods purchased under related projects in Yangon.

Other Duties and Responsibilities

1. Performs other pertinent tasks as may be assigned by the Programme Officer in Yangon and the Head of Office.

Qualifications, Skills, and Necessary Experience:

1. Bachelor's degree in human resources, management, psychology, behavioral science, or any related management course
2. Minimum five-year experience in general office administration
3. Knowledgeable on the Myanmar Labor Law and other statutory/government requirements
4. Knowledgeable on government-mandated benefits in Myanmar
5. Organized and efficient in a multi-task environment
6. Excellent interpersonal and communications skills, excellent in written and spoken English.
7. Proactive and rigorous approach to problem solving and professional responsibilities.
8. Demonstrated ability to work independently as well as cooperatively in a cross-cultural, international setting.
9. Highly organized, efficient, reliable, discreet, supportive, and flexible in a high-stress, multi-task environment.
10. Proficient with personal computers and appropriate software