



Job Announcement

Job Title: Operations and Program Support Officer
Reports to: Human Resource Manager
Location: Nay Pyi Taw, Myanmar
Application Deadline: 2 July 2025

About The ILF

The International Legal Foundation (the ILF), an international not-for-profit organization was created in 2001, for the purpose of assisting post-conflict and transitional countries in developing effective legal aid systems. (www.theilf.org). Driven by the belief that every person accused of a crime, no matter their ability to pay, deserves to be represented by a well-trained lawyer the ILF has legal aid programs in Afghanistan, Nepal, Tunisia, Palestine and now Myanmar. In addition to its ground up work establishing the right to defense, the ILF also performs high-level world-wide advocacy, pushing countries, international institutions, and donors to prioritize legal aid as a fundamental human right. In 2017, the ILF established its legal aid program in Myanmar, with the goal to mentor Myanmar lawyers to provide quality, effective criminal defense services to poor people charged with crimes.

General Responsibilities:

The Office Assistant position will oversee financial, human resources, operational matters and other program related work and activities for the ILF's programming in the Myanmar Nay Pyi Taw office, including assisting all relevant employees or International Fellows. This position reports to the Finance Director and Human Resources and Operations Manager, and needs to work with Database Manager, Program Coordinator when requested, and supports their oversight of the ILF's operations and data collection in Nay Pyi Taw office. This position will work in close collaboration with the Finance Director, Human Resources and Operations Manager and other ILF-Myanmar Program Staff members, as well as members of the team in the ILF's New York office as appropriate.

Operational and Human Resources Responsibilities:

- Maintain Personnel records such as contracts, time off leave accruals and balances, time in/out sheet and other documentation.
- Assist in the recruitment process for any new or replacement positions and the annual evaluation process.
- Serve as a point of contact in Nay Pyi Taw office for reporting any violations of ILF policies, including the ABAC and PSEA policies.
- Manage employee performance and employee relations issues, in relation with the HR and Operations Manager, Deputy Director and Country Director.



- Support HR and Operations Manager in gathering information on HR related information and practices.
- Ensure that the offices are functioning properly; working with the landlord and others on potential office issues such as facilities management, cleaning services; etc.
- Set up meetings, training; this could entail looking for venues, inviting participants; purchasing food and supplies for meetings and attending meetings to provide operational support to the program team along with the Translator and Paralegals
- Serve as Nay Pyi Taw office point person for Procurement, IT and Security.
- Support International Fellows and other ILF staff when in Nay Pyi Taw and make travel and lodging arrangements as needed.
- Serve as the main point-of-contact for the landlord/house owner of the ILF's office(s) in Nay Pyi Taw and government offices as needed, to ensure the office stays in compliance with local regulations.

Financial Responsibilities:

- Managing daily records of Cash Book, including handling daily cash payments, daily expenses of project operations as per financial policy and procedure.
- Ensuring that the vouchers/receipts are authentic, and the expenses made are in accordance with the established financial procedures and policy.
- Compile and submit monthly financial reporting to the Finance Director on a timely basis per financial procedures.
- Provide information to the Finance Director for any donor and an audit report as per request.
- Manage and update the inventory and asset list and ensure that equipment is working properly
- Manage financial activities including banking and reporting.

Program Support Responsibilities: (Social Work and Paralegal)

- Assist the lawyers in addressing underlying non-legal issues of clients by supporting in providing holistic legal aid and social justice support.
- Travel as needed for any work-related purpose.
- Manage Pro-bono cases such as receiving the cases from Pro-bono lawyers (FCFs, Case files, POA).
- Assist ILF-Myanmar lawyers with filing applications such as printing out documents and preparation to be ready to be submitted (upon instruction).
- Enter all case information in the Case Management System and ensure that the data is accurate and up to date and as well as other required data-based sheets (case load tracker, appellate case sheet, etc). Provide reports on data and case statistics regularly or as requested.
- Support the team in such activities as legal awareness sessions, coordination meetings, CoPs and internship programs.

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- Coordinate with lawyer to build relationships with service providers to facilitate case intake, follow-up, and assist clients with voluntary, informed service referrals.
- Assist with data collection, including related to client needs and referrals, social justice and material support as part of the ILF's holistic legal aid services, as well as client satisfaction surveys.
- Support Case Management and Data Coordinator, Program Coordinator and Lawyers to maintain appropriate information in electronic databases and paper files.

Other responsibilities, as needed.

QUALIFICATIONS AND EXPERIENCE:

- 4+ year of Office-related experience and proven experience
- Proficiency of English Language would be strong plus (but not mandatory)
- Proficiency with the use of standard office equipment including copiers, scanners, printers and fax equipment
- Ability to think creatively and work in a team.
- Willingness to travel within the region where the office is located and other areas of Myanmar as needed.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required
- Strong oral and written communication skills
- Strong organizational skills and attention to detail
- A commitment to the ILF's mission and goals

Kindly submit your resume and a thoughtful cover letter that lists your monthly salary requirements and answers the question "How has your background or experience, professional or otherwise, prepared you to contribute to the ILF's mission?" to info@ilf-m.org . No telephone inquiries please. Only candidates selected for an interview will be contacted.