

Zenith Technical Resource Initiative (Zenith TRI)

Job Description

Position Title	: Operations and Program Support Assistant
Position Type	: Full-time Staff
Report to	: Finance & Administrative Manager
Time Frame	: October 2026 - 30 September, 2027 (Potential to extend upon funding availability)
Job Location	: Yangon (travel to project sites upon requirement)

Background: With the aim to establish a local technical support team composed of a diverse group of local professionals with a variety of knowledge and skills for public health interventions, Zenith TRI was established in 2019 with a diverse group of professionals dedicated to focus on access, equity, and quality, using approaches that empower country's public and private health sector to advance their skills and create lasting solutions in the areas of health commodity supply chain management and Sexual and Reproductive Health Rights (SRHR) through a sustainable local technical resource in Myanmar.

Purpose: The objective of having this position at Zenith TRI's Head Office is to provide assistance to different units. Under the overall supervision of Operations Director and close supervision of Finance & Admin: Manager and Operations Focal, this position holder will closely work with different units including Administration, Procurement, Logistics, Finance and Program for accomplishing day-to-day tasks related to organization and particular projects funded by different donors. S/he will be based in Yangon and will have occasional travel within Myanmar as necessary. This position will report directly to the F&A Manager.

Main duties and responsibilities

Operations Assistant will work for different tasks to fulfill the needs of different units as follow.

I. Tasks related to Procurement & Logistics (35%)

- Assist Procurement Focal for identifying products and product list, units and cost estimation for every procurement process,
- Closely work with program team, finance team and procurement focal for completing procurement process including inviting quotations, communication with potential/selected vendors, receiving medicines/products transferred from supplier,
- Update the stock balance of medicines and medical products at central store for every transaction and regularly report the stock balance to relevant focal persons,
- Monitor the condition of medicines and storage, maintain store with standard procedures set by Zenith TRI,
- Receive and distribute project mails, courier and hand-delivered items,
- Flight and hotel reservation for project staff,
- Inquiry for identifying suitable hotel for training, meeting, conference etc., and provide support for logistics and arrangement for trainings and workshops, including:
 - Invitation of quotations for training/workshop venues, review and analyze the quotations for selection of the venue; reservation of training/workshop venue, preparation of training room and refreshment, and payment for per diem, travel cost and accommodation cost to participants;

- Communicating workshop logistics to attendees;
- Facilitating printing of workshop materials and handouts; and
- Procuring workshop/training supplies;
- Provide other financial, administrative, operational, and human resource-related support, as required.

II. Tasks related to Admin: and HR (35%)

- Buy and refill office-use stationary and other office accessories in monthly basis,
- Issue IT materials to new/existing staff and handover from the existing staff for any reason,
- Keep the office clean, take care of safety of staff and maintenance of office equipment by supervising office cleaner(s),
- Act as the office receptionist and communicate with others as directed by Operation Director, F&A Manager, and Operations Focal,
- Keep record and update on different leave balance for each staff, and inform F&A Manager for any outstanding issue,
- Assist Operation Unit for the whole recruitment process – posting job vacancy, collection of applications, preparation of long-list and short-list for written and interview tests, call selected candidates for written and interview tests, collection of referee checks,
- Update, maintain and physical count fixed asset data file (office equipment, computer and accessories, furniture etc.),
- Arrange and coordinate the office vehicle schedule based on staff travel and organizational needs
- Support the collection, checking, organization, and filing of program, financial, and administrative documents from project sites and partners.

III. Tasks related to Finance (20%)

- Visit the partnered hospital/clinics, collect documents (forms, receipts, patient records), verify these documents and communicate with particular clinics, and complete payment,
- Assist with banking activities, including visit to bank for remittances and obtaining quarterly bank statements.
- Assist in preparing, collecting, organizing, and checking supporting documents required for audit and spot-check activities, as assigned by the F&A team.

III. Other Tasks (10%)

- Perform other tasks being assigned by Executive Director and Program & Operations Director regardless of any project, any funding or thematic area.

Qualifications & Experiences

- Possessing at least a university degree for any study, but more beneficial for those with a degree in Business Administration, Management, Logistics, or other related field,
- Demonstrated knowledge and skills for using Microsoft Excel and Word,
- Enough knowledge and experience in stock management, accounting, logistics management would be better,
- Skillful in typing in Myanmar language is essential,
- Previous experience in more or less similar tasks at well-established organization is preferred,
- Full commitment on arrival at office on-time is crucial,
- Agree to work in weekend or official holidays for any urgent tasks if come true,
- Enough knowledge on team approach, ability to work well as team member, but also be able to work independently when needed,

- Strong communication skills,
- Capable to travel to different project sites without any reasons/difficulties.

Young adult who are interested in this position with full-commitment learn from assigned jobs but not enough skill and experience are highly encouraged to apply.

Interested and qualified candidates should send his/her CV and cover letter to (TO) mayzinzin_oo@zenithtri.com and copy (CC) to hlayee_mon@zenithtri.com **before 15 October 2026**. Please mention in your email 'Application for Operation & Program Support Assistant'. Only short-listed candidates will be contacted for further recruitment process.

Zenith TRI is an Equal Opportunity/Affirmative Action Employer. M/F/H/D/V. We welcome the applications from all qualified candidates regardless of race, ethnic origin, gender, disability. Zenith TRI values accountability, equity and inclusion in all aspects of project activities and fully reference "Do no Harm" principles. All applicants must be aware of six core principles of PSEA.