



Asian Harm Reduction Network (AHRN)

JOB VACANCY

AHRN/YGN/20/050

Project: Drug Use and HIV/AIDS among Drug Users in Myanmar

Date: 20 Sep 2021

Position : Admin/Finance Assistant (1) post

Location : Seng Taung (Waikha), Kachin State.

The Asian Harm Reduction Network (AHRN)-Myanmar is an International Non-Governmental organization, which is implementing a harm reduction programme to reduce HIV transmission among people injecting drugs, their (sexual) partners and the communities they live in by providing support to implementation of harm reduction interventions and to create an enabling and supporting environment through advocacy, capacity building, training and service provision.

AHRN-Myanmar is looking for highly motivated and reliable individuals who are keen to be part of an active team/organization that delivers wide range of services to improve the health of vulnerable person to fill in the position of “**Admin/Finance Assistant**” for its ongoing Harm Reduction activities in Myanmar.

- The position is full-time, based in **Seng Taung (Waikha), Kachin State** with a probation period of three months.
- Starting date of the contract: **As soon as possible**

Personal and Professional Requirements

- Degree or Relevant Diploma in Account and Administrative
- 1-2 years working experience with INGOs or NGOs in the related field;
- Good communication in Myanmar, English language, both written and spoken;
- Excellent communication and networking (interpersonal) skills;
- Computer skill (office application); knowledge of inventory system is an asset
- Ability to work comfortably with international partners i.e., INGOs, NGOs and with expatriates;
- Ability to prioritize multiple tasks in restricted timeframes;
- Ability to be a team-player and work under pressure situations;
- Willingness to work with drug users and their families;
- Keen interest in contributing to HIV/AIDS responses in Myanmar;

Main Responsibilities

Office/Administrative Support Tasks

- Act as a focal point between Yangon Finance/Logistics Team and project operations;
- Assist Project Manager in reporting any non-adherence incidences of the established AHRN Standard Operating Procedures Manual at project site operations;
- Maintaining and follow up of all contracts (i.e., AHRN DIC/OPO house, AHRN residence, car, etc) and providing update to Project Manager and Finance Coordinator of Yangon Head Office;
- Ensure dual (i.e., manual and electronic) documentation to record daily activities based on existing recording administration system such as payment vouchers, resource centre, etc;
- Maintaining records (i.e., personnel files with personal leaves, warnings, ToRs, performance evaluation and medical reimbursement requests...etc) of project operations and ensuring that HR Coordinator based in Yangon Head Office is updated and received copies of these records for Yangon Head Office personnel files;
- Arranging deliveries of correspondence to the concerned departments, organizations, Yangon Head Office;
- Manage the on-time payment of the phone bill to telecommunication department;
- Arrange the transportation for staff members for official reasons (i.e., air/car ticket, car rental, bikes and car allocation based on the requirement/priorities...);

Financial Support Tasks

- Manage/update and inventory/asset physical count every six months (together with PM) and ensure that all the assets of respective offices are tagged with serial number and source of purchase;
- Managing daily record of Cash Book, including handling daily cash payments, daily expenses of project operations as per Finance and Logistic procedure;
- Keeping track of the accurate recording of "cash balance in the Cash Book and the actual cash in hand of project operations;
- Assist Project Manager in daily / monthly cash counts and surprise cash count;
- Liaise and discuss the financial issues with the Yangon Finance Teams;
- Financial control of normal expenses of project operations, in line with the approved budget provided by Yangon Head Office;
- Ensuring that the vouchers/receipts are authentic and the expenses made are in accordance with the established office/financial procedures. If any discrepancies are found they are to be discussed with the Finance Coordinator Yangon Head Office and Project Manager for further follow up;
- Ensuring a smooth cash flow to project operations by informing Yangon finance team about the money needed through bank transfer at least three working days in advance only in exceptional cases of cannot follow cash projection process;
- Reporting/discussing all the updates of Admin/Finance related matters to the project manager at the weekly meetings;

Logistic Support Tasks

- Collection of quotations for Collection of quotations for procurement of necessary supplies at project site operations (office equipment, minor maintenance);
- Liaise closely with Logistic/Admin Assistant at Head Office for procurement and ensuring all the Purchase Orders of AHRN DIC/OPO are sent in time to Head Office and the ordered and delivery of supplies are done in timely manner between Head Office and project site operations;
- Managing and monitoring the inventories and operational stocks (i.e., stationeries supply, kitchen supply, material needed for KPMC recreation);
- Management of Receiving and sending of goods (medicines/lab materials and others);
- Responsible to keeping important documents (Procurement Processes, Warehouse Documents, Transport and Fleet Management Documents and Asset and Inventory Documents);
- Supervise, checking, validation of fuel consumption stocks cards for Cars, Motorbikes and Generators of watchman;

Application deadline: 4 Oct 2021

Applications should address all Selection Criteria, and should include a cover letter along with a copy of current Curriculum Vitae listing two referees and their complete contact details (i.e. name, position title, organization, phone, fax, email, and mailing address details). Attention to **Human Resources Team, Asian Harm Reduction Network (AHRN-Myanmar)** and send the applications to:

AHRN Yangon Office : No.135 (G), MawyaWaddy Street, 8 Mile, Pyay Road, Mayangone Township, Yangon.

AHRN-Seng Taung (Male) : No.4/351, Pharpyin Street, Seng Taung, Hpakant Township, Kachin State.

AHRN-Seng Taung (Female) : No.4/41, Pharpyin Street, Seng Taung, Hpakant Township, Kachin State.

AHRN-Seng Taung (Waikha) : No.4/121, Ward-4, Waikha Village, Hpakant Township, Kachin State.

Or e-mail to jobs@ahrmmyanmar.org, online applications should be clearly mentioning the job title and location in the subject line.

Additional information: -

- Only short-listed candidates will be contacted for a personal interview.
- Please do not send original documents as it will not be returned.