



Asian Harm Reduction Network (AHRN)

JOB VACANCY

AHRN/YGN/21/059

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

Date: 27 Sep 2021

Position : Project Assistant (1) post

Location : Hpakant, 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 “**Project Assistant**” for its ongoing Harm Reduction activities in Myanmar.

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

Personal and Professional Requirements

- Any graduate or relevant Diploma in Account and Administrative or Computer Science
- 1-2 years working experience with INGOs or NGOs in the related field;
- Fluent in Chinese, Myanmar and 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;

Main Responsibilities

Office/Administrative Support Tasks

- Act as a focal point between Yangon Finance/Logistic Team and project operations;
- Assist Program Coordinator (COVID-19) 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 office, staff house, car, etc.) and providing update to Program Coordinator (COVID-19) and Finance staff from Yangon Head Office;
- Provide administrative support for COVID-19 related trainings and workshops;
- Ensure dual (i.e., manual and electronic) documentation to record daily activities such as payment vouchers, resource centre, etc.;
- Maintaining records (i.e., personnel files, warnings, ToRs, performance evaluation and medical reimbursement requests...etc.) of project operations and ensuring that HR staff 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 electricity bill and/or telephone bill to respective 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 Medical Coordinator) 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 AHRN 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 in daily/monthly cash counts and surprise cash count;
- Liaise and discuss the financial issues with the Yangon Finance Team;
- 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 Team from Yangon Head Office and Project Manager for further follow up;
- Ensuring a smooth cash flow for project operations by informing Yangon finance Team for fund transfer at least three working days in advance only in exceptional cases of cannot follow cash projection process;

M&E System Tasks

- Responsible for collection/management and analysis of all data related to project site operation;
- Maintain and upgrade the M&E software;
- Assist Data Assistant from Yangon Head Office in compiling specific M&E reports for Fund Manager/ donors/Technical Director;
- Compile monthly, quarterly and yearly M&E reports of AHRN Operation and send to Yangon Head Office in time in the required format;
- Actively involved in gathering information and provide feedback to people using the daily log sheets (i.e., outreach, social volunteers, medical interventions, etc) highlighting the achieved, under achieved and achievable for further improvement;
- Provide technical guidance and assistance on M&E to all the staff;
- Represent the organization in coordination with other IPs and stakeholders on M&E related issues;

Application Deadline: 11 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 Hpakant Office : No.4/46, Maw Wan Qr., Hpakant Township, Kachin State.

Or e-mail to jobs@ahrnmyanmar.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