



Asian Harm Reduction Network (AHRN)

JOB VACANCY AHRN/YGN/23/013

Date: 1 Mar 2023

Position : Project Assistant (1) Post

Location : Seng Taung (Female), 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 **Seng Taung (Female), 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/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 Head of Finance 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 Head of HR 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 Head of Finance Yangon Head Office and Project Manager for further follow up;
- Ensuring a smooth cash flow to project site operations by submitted monthly cash projection to the Head of Finance of the Yangon Head Office about the money needed through bank transfer at least two days in advance;
- Compiling monthly completed financial documents and sending it to the Finance Unit of Yangon Head Office with the supporting vouchers/receipts;
- Ensuring that all the expenses in the monthly cash book are recorded within the respective budget lines as per the budget provided;

- Ensuring that all the finance related works are being performed in accordance to AHRN Financial Procedures.
- Ensure payment concept against actual expense disbursement (e.g., Driving km Vs fuel consumption claim);
- 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;
- Responsible to prepare monthly stock reports every end of the month (e.g., IEC, NSP, Vehicles) and submit it to Logistics Unit, Yangon on time;

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 Officer, Data Manager and Head of M&E in compiling specific M&E reports for Fund Manager/ donors;
- Compile monthly, quarterly and yearly M&E reports of project site 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, peer educator, medical interventions (HIV, TB, Malaria, SRHR, etc.) highlighting the achieved, under achieved and achievable for further improvement;
- Provide technical guidance and assistance on M&E related issues to all staff;
- Represent the organization in coordination with other IPs and stakeholders on M&E related issues;
- Provide briefing, recruitment training, on job orientation and coaching sessions on M&E related issues for newly recruited staff;

Application deadline: 15 Mar 2023

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 (Female) Office: No.4/41, Pharypyin Street, Seng Taung, 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.
- Please note that due to the urgency of the position, AHRN-Myanmar reserves the right to interview candidates before the closing date and only shortlisted candidates will be contacted for an interview.

AHRN has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. AHRN expects full commitment of its employees with AHRN Code of Conduct including PSEA policy.