

## **Vacancy Announcement**

**Spectrum – Sustainable Development Knowledge Network works on Resources, Rights and Justice.**

Spectrum is a local initiative focused on the overall goal of ***establishing mechanisms to enhance the framework for "National Development" in Myanmar, via constructive engagement on environment, sustainable development and natural resource management matters.*** Transparency work is a key focus. Advocacy, policy change, awareness raising, research and communications work along with some practice projects are focal areas.

**[www.spectrumsdkn.org](http://www.spectrumsdkn.org)**

Title:	<b>Administration Officer</b>
No. of Post	(1)
Project:	<b>Spectrum – Sustainable Development Knowledge Network</b>
Duty station:	Yangon, Myanmar
Duration:	1 year contract, extension by mutual agreement

### **Purpose and Scope of Position:**

The Administration Officer will be responsible to manage administrative functions by planning, organising, providing leadership and controlling.

### **Key responsibilities:**

- Ensure incoming and outgoing communication and records system is managed in a professional manner.
- Ensure office supplies are managed in a cost-effective and efficient manner.
- Arrange accommodation, transport and other requirements of team members as well as work related visitors.
- Assist in organising of meetings, training, workshops, special event and other related activities.
- Ensure documentation of important documents, records are properly filed.
- Ensure to perform cash management in day to day basic and prepare monthly financial reports.
- Keep a record of attendance and leaves of all the staffs and prepare monthly reports.
- Assist in producing materials and maintain the stocks.
- Assist in logistics management of the projects.
- Manage to deal with landlord and service provider for renovation, maintenance of all office equipment as appropriate.
- Any other related tasks as assigned by the Director or designee.

### **Required skills and experience:**

- Strong communication, interpersonal and negotiation skills
- 2-5 years related experience (preferably in NGO environment)
- Team player who is confident about building relationships and assisting others team member

- Ability to work independently with minimal supervision and create opportunities for organisation development
- Computer literate with proven experience in Microsoft office applications
- Willingness to travel in Myanmar and regionally as required
- Strongly held values of diversity and inclusiveness

**Desired skills and experience:**

- Experience of working with civil society organisations
- Spoken and written English
- Interest in our key work areas “Resources, Rights, Justice”

***Application Procedure:*** All interested candidates should send their application letter, CV with at least two referees, along with 1 passport size picture attached, by 5pm on the closing date. Only short listed candidates will be contacted for an interview. Applications should be sent by email to:

[spectrum.hr2009@gmail.com](mailto:spectrum.hr2009@gmail.com)

Closing Date for Applications **7 February 2016**