



This project is funded by  
the European Union



## Administrative Officer

Start date: **Immediate vacancy**

### Primary function of the position:

SMART Myanmar, a European Union and German government funded development project, is seeking additional support for office and project administration.

This can be a good career opportunity for young professionals interested in working with a European Union funded project in an administrative role.

### Major responsibilities (80%)

- Assist the Project Manager and Senior Admin & Finance Officer in office administration and management. Examples of common tasks include: purchasing stationary, managing project vehicle maintenance schedules, preparing attendance sheets for events and workshops, collecting price quotations for new purchases, compiling evaluation forms, etc.
- Assist with office communications and visibility by assisting the preparation of the quarterly newsletter and Facebook page.
- Arrange bookings and reservations for: hotels, meeting rooms and vehicles whenever needed for the project team.
- Assist in the development and maintenance of women's community centers funded by EU under the SMART Myanmar Project through communication and collaboration with the project's partner organization.

### Other responsibilities: (20%)

- If necessary, enroll in evening or weekend English classes (paid for by SMART Myanmar).
- Cooperate with staff of the Myanmar Garment Manufacturers Association and other project partners.
- Other duties relevant to the post.





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### **Qualifications and required experience:**

- Fluent in Myanmar and basic English (English fluency is not required, but basic speaking and reading ability and a willingness to become fluent is required.)
- Minimum of 1 year professional work experience in a position of business administration or relevant similar experience.
- Some experience with Microsoft Excel, Word and similar programs.
- Relevant university degree.

### **Additional desired qualifications and experience:**

- Some work experience with factories could be an advantage.
- Knowledge or fluency in other languages, such as Chinese or Korean, is an advantage.

**Direct supervisor is the SMART Myanmar Project Manager.**

Position duration: Contract is fixed term and will finish on **December 31st, 2019.**

Salary: Competitive and based on previous experience.

**Please email a copy of your cover letter and CV to:**

**sumon@smartmyanmar.org**

