



## Office Assistant

<b>Vacancy #:</b>	1342
<b>Unit:</b>	Myanmar Project Office
<b>Organization:</b>	International Union for Conservation of Nature (IUCN)
<b>Location:</b>	Myanmar Country Office, Nay Pyi Taw, Myanmar
<b>Reporting to:</b>	Mangroves for the Future National Coordinator, Myanmar
<b>Work percentage:</b>	100%
<b>Function group:</b>	A2
<b>Expected start date:</b>	01 September 2016
<b>Type of contract:</b>	Fixed-term (12 months)
<b>Closing date:</b>	18 August 2016

## BACKGROUND

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## JOB DESCRIPTION

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### MAJOR RESPONSIBILITIES

The Office Assistant will provide secretarial and administrative support to the IUCN Myanmar Project Unit. He/she will be responsible for the smooth running of the day-to-day operations of the IUCN Myanmar Project Unit Office.

### SPECIFIC DUTIES

More specifically, the Office Assistant will assist the IUCN Myanmar programme and project staff with facilitation of maximum operating efficiency of Myanmar Office, and its projects through general secretarial support and day to day management of operations, information and networking. The Office Assistant will specifically assist with the following tasks:

1. Maintain the appointment diaries and make appointments for programme and project staff including schedules of official meetings;
2. Organize travel arrangements for programme and project staff, itineraries and notifications (including travel bookings, tickets, cash advances, travel approval forms, local pick-ups and transport, visa, accommodation requirements);
3. Deal with and record telephone calls, email messages, visitors and queries on the programme/project and IUCN with appropriate actions and responses particularly in the absence of programme and project staff.
4. Establish and maintain an organisational filing and data system, in hard copy as well as computerized form as appropriate - maintain an updated files list that includes archived as well as current files;
5. Develop and maintain a computerized mailing list, as well as an information database on the programmes' principal contact and email addresses, telephone and fax numbers;
6. Be informed about the movements of and keep in touch with the Coordinator, Projects and Constituency, Myanmar and other project staff at all times;
7. To ensure against slippage, develop and manage a 'pending issues' or 'wake-up file' for papers/actions tracking and follow up;
8. Ensure that admin/finance/personnel forms are available and used as and when required within the systems;
9. Support and maintain accounts and petty cash transactions, including banking;
10. Prepare petty cash vouchers, obtain approval and make payments; keep safe custody of cash and cheque books;
11. Receive cash from staff and third parties, process receipt vouchers and issue official receipt;
12. Provide information related to salary deductions and ensure staff loan and advances accounts are fully settled on exit clearance;
13. Keep tidy records of all accounting documents for easy tracking;
14. Enter all transactions on spreadsheets for ARO to upload on the ERP system;
15. Reconcile petty cash and bank account regularly and minimum on monthly basis;
16. Assist in preparation of cash requests from ARO;
17. Provide necessary information to ARO as and when required;
18. Process Travel Authorizations (TAs), Expense Claims (ECs) and when applicable, Purchase Requisitions (PRs) and other data in ERP;
19. Maintain the 'corporate' identity of IUCN by ensuring that all letters, memos, faxes, proposals and reports of the programme and project adhere to the IUCN style;
20. Develop and maintain a database of books and reports;
21. Organise meetings, seminars and other programme/project related events including travel and accommodation for participants;

22. Ensure that project reporting schedules are adhered to;
23. Explore new ideas for the better management of secretarial duties and enhance own capacity;
24. Any other appropriate work as may be assigned.

## REQUIREMENTS

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- Bachelor's degree in business administration or related fields.
- At least 2 years of office administration experience.
- Knowledge of basic administrative and financial practices and procedures is essential.
- Ability to independently handle correspondence and office communications using MS Office (word, excel, power point).
- Planning and Organizational skills are essential.
- Proficient in verbal and written English and local language.

## APPLICATIONS

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Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/1342>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST).

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

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### **About IUCN**

*IUCN, International Union for Conservation of Nature, helps the world find pragmatic solutions to our most pressing environment and development challenges.*

*IUCN works on biodiversity, energy, human livelihoods and greening the world economy by supporting scientific research, managing field projects all over the world, and bringing governments, NGOs, the UN and companies together to develop policy, laws and best practice.*

*IUCN is the world's oldest and largest global environmental organization, with more than 1,200 government and NGO members and almost 11,000 volunteer experts in some 160 countries. IUCN's work is supported by over 1,000 staff in 45 offices and hundreds of partners in public, NGO and private sectors around the world.*

[www.iucn.org](http://www.iucn.org)