



Position Vacancy Announcement

Date: 15 February, 2022

Admin and Finance Assistant

Myanmar Nurse and Midwife Association

Job Title:	Admin and Finance Assistant
Number of position:	4 posts
Location:	Yangon Head Office, Launglon, Thayetchaung and Yebyu Townships in Thanintharyi Region
Reporting to:	President/Project Director-MNMA
Contract Duration:	6-month contract with possibility of extension, subject to funding
Salary:	Commensurate with required experience and qualifications
Closing Date	28 February, 2022

Organizational Overview

Established in 1948, Myanmar Nurse and Midwife Association (MNMA) is a professional organization working with qualified nurses and midwives for the improvement of health services in the country and to ensure appropriate access to healthcare at the village level. MNMA is a member of the International Council of Nurses and a member of the International Confederation of Midwives as well. It has a wide range of services in health care delivery reaching right down to the village level through 392 branches throughout the country with over a total of 30,000 members including licensed Nurses, Midwives and Lady Health Visitors.

A global non-profit organization, MNMA uses practical, evidence-based and high-impact approaches to strengthen health systems in Myanmar. For almost 40 years, MNMA has implemented public health programs in all over the countries aimed at targeting the most vulnerable populations. MNMA collaborates with donors, national governments, the private sector, health agencies, communities and local stakeholders to improve health and save lives in the following areas: malaria control; maternal, neonatal and child health; HIV/AIDS; and other communicable diseases. MNMA has a team of highly skilled, intelligent, and driven experts in public health that are committed to improving the health of vulnerable populations through integrated, sustainable and locally driven interventions.

Over the recent years Myanmar has made significant progress in reducing malaria morbidity and mortality. Since 2012, malaria cases have been reduced by 89%, and deaths by 97% and the country is focusing on the hotspot townships to reduce the burden while continuing to progress towards elimination. MNMA is one of the Sub-Recipients of “President’s Malaria Initiative Eliminate Malaria (PMI-EM) Activity 2021-2026” grant funded by USAID through URC, the Prime Recipient. The Administration and Finance Assistant will be deployed at the township level (one in central level). The incumbents will work under the direct supervision of Township Malaria Elimination Manager in close collaboration with MNMA and carry out the implementation activities as 2021-2026 work plans accordingly to perform the following tasks mentioned in the section below.

Duties and Responsibilities

The Admin and Finance Assistant (AFA) will work under the guidance and direct supervision of the Project Manager (PM) and provides administrative and financial support for the successful implementation of project activities aiming at the achievement of all the project results. He/she promotes a client-oriented approach consistent with MNMA rules and regulations and works in close collaboration with the national partners, donors and project staff for resolving complex finance and administrative related issues. The AFA is responsible for all administrative (contractual, organizational and logistical) matters under the project and provides assistance to the Project Manager and other members of the project team in the implementation of day-to-day project activities. He/she is responsible for all accounting (disbursements, record-keeping, cash management) matters under the project. The AFA reports to the Project Manager and works in close cooperation with other members of the project team.

Accounting and administrative support:

- Provide support to project team to ensure an effective running of the project management unit in compliance with MNMA rules, regulations and policies of financial activities, financial recording/reporting system;
- Provide financial monitoring over project commitments and expenditures, and assist the AFO in assuring proper project delivery;
- Assist Admin and Finance Officer (AFO) in drafting project correspondence and documents; prepare correspondence of administrative nature;
- Prepare draft job descriptions and vacancy announcements along with all the supporting documents for MNMA HR review;
- Assist in collection, preparation and submission of documents for recruitment using MNMA recruitment system;
- Provide maintenance and monitoring of staff monthly and annual attendance records for review;
- Under AFO's coordination provide services for performance evaluation review and budget revision
- Assist AFO in responding to telephone inquiries, fax, post and e-mail transmissions, and coordinate appointments;
- Provide proper accounting to the project by controlling the supporting documents for payments;
- Prepare and submit payment requests ensuring the requests are supported with proper documentation;
- Prepare and submit travel documents to AFO in accordance with PR requirements;
- Provide necessary support to project events, including among other workshops, seminars, working meeting and visits of international and national experts and delegations (visa support, transportation, hotel accommodation etc.);
- Collect and keep files of project documents, expert reports and ensure general circulation of documents and follow-up on audit recommendations;
- Maintain the project's disbursement ledger and journal;
- Implement effective internal controls and ensure proper functioning of a client-oriented financial resources management system;
- Interact with AFO to request funds transfer, verify financial reports, budget revisions;
- Control the usage of non-expendable equipment (record keeping, drawing up regular inventories);
- Assist in procurement of services and goods under the project;
- Edit reports and other documents for correctness of form and content in financial issues.
- Perform any other administrative and financial duties related to the project as requested by the AFO.

Competencies/ Required Skills and Experience

- University degree in economics, finance, administration or management;
- At least 2 years of relevant finance/administrative experience;
- Excellent finance and budgeting skills;;
- Excellent computer skills focus on office software packages (MS Word, Excel, etc) with advanced knowledge of spreadsheet and database packages.
- Experience in handling of web based management systems is desirable.
- Acts as a team player and facilitating team work.
- Ability to work effectively under pressure;
- Outstanding organizational and administrative skills;
- Strong oral and written communication skills in English