

Job Description: Administrative & Finance Assistant

COVID-19 RESPONSE MECHANISM: ELIMINATE MALARIA-MNMA

Position Title	Administrative & Finance Assistant
No of post	2
Project Name	COVID-19 Response Mechanism, Eliminate Malaria
Location	(1) for Thandwe based for Gwa, Kyaukphyu, Thandwe Townships (1) for Yangon MNMA Head Office
Report to	President, Myanmar Nurse and Midwife Association
Application Deadline	9 Sep 2022
Duration	12 Months

Duties and Responsibilities

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 Project Coordinator/Field Focal Person in assuring proper project delivery;
- Assist Project Coordinator/Field Focal Person in drafting project correspondence and documents; prepare correspondence of administrative nature;
- Provide maintenance and monitoring of staff monthly and annual attendance records for review;
- Under coordination of Project Coordinator/Field Focal Person, provide services for performance evaluation review and budget revision
- Involved in responding to telephone inquiries, fax, post and e-mail transmissions, and co-ordinate 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 higher personnel 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 higher personnel 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.

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