



## **JOB DESCRIPTION**

<b>Position title:</b>	Admin Assistant, WWF Myanmar
<b>Directly reports to:</b>	Head of Operations (Dawei), WWF Myanmar
<b>Validity:</b>	1 Year
<b>Location:</b>	Dawei, Myanmar

### **Background**

WWF-Greater Mekong – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam – is working to conserve the region's biodiversity and build a secure and sustainable future for people and wildlife. WWF has a long history of engagement in the Greater Mekong. We helped establish conservation programmes in Thailand in the early 1980s, have been active in Cambodia, Laos and Vietnam since 1990, and in process to establish a presence in Myanmar. WWF-Greater Mekong works with government, industry and civil society partners to ensure that, as the region develops, it doesn't squander the natural riches that so many depend on and that drive the region's economic future. We aim to support the countries of the region in realizing their shared vision of a poverty-free and ecologically-rich Greater Mekong. Find out more at [www.wwf.org.mm](http://www.wwf.org.mm)

### **Major function**

To support day to day administrative, and logistic support to the Dawna Tenasserim Landscape team of WWF Myanmar based in Dawei field office.

### **Major Responsibilities**

#### **Administrative Tasks**

- Ensure that all office equipment and other office properties are well maintained and functioning including coordinating repairs when needed.
- Maintain a good filing system for office files both electronic and hard copy
- Collect and maintain office supply inventories
- Provide travel support to DTL staff including arranging travel requirements such as visa, plane and hotel reservation as requested



- Provide overall administrative support as required for the office operation and conservation team.
- Open, sort and distribute incoming correspondence
- Collect quotations, prepare purchase request forms and local purchase orders for authorization;
- Follow up with suppliers to ensure that goods and services are delivered on a timely manner and safely to the destination point.
- Take responsibility of procured and logistics arrangement as needed,
- Schedule and coordinate meetings, appointments with relevant government agencies and other organizations, and conferences, if required

#### **1. Provide receptionist services**

- Greet and assist clients and visitors
- Answer, screen and transfer inbound phone calls to appropriate staff member
- respond to inquiries

#### **2. Logistics Tasks**

- Check and file a monthly vehicle log book from driver;
- Purchase and control the storage and issues of office supplies;
- Arrange for transportation of field materials into the field.

#### **3. Financial Tasks**

- Handle office petty cash book for Dawei office and prepare cash advance for project needs of operation use
- Assist in payment of monthly bills and other payments

#### **4. General responsibilities**

- Undertake any other duties appropriate to the post as may be required.
- Setup accommodation and travel arrangements for official visitors.

### **Knowledge and Skill Requirements**

- knowledge of clerical and administrative procedures and systems such as filing and record keeping
- knowledge of principles and practices of basic office management
- computer skills and knowledge of relevant software
- Knowledge of operation of standard office equipment.
- Excellent organizational skills with the ability to coordinate activities and projects



- Good spoken and written English language skills

## **Education and Qualification**

Diploma or Bachelor's degree in Business Administration, or any business, information or management related fields

## **Working Relationships**

- Works closely with Managers and officers in WWF Myanmar.

## **Experience**

- 1 years of experience in a similar position
- Experience of working in multi-cultural environment and NGO

## **Skills**

The incumbent must demonstrate the following skills

- Interpersonal skills
- Team building
- Analytical and problem solving skills
- Effective verbal and listening communications skills
- Time management skills

## **Ability**

- Working under pressure and towards tight deadline
- Travelling frequently

## **Personality**

- Detail focus
- Disciplined
- Impartial

## **Essential Aptitude**

- Self-motivated, flexible and enthusiastic approach to work
- Innovative, creative and pro-active with an analytical and solution-oriented approach

## **WWF's Mission and Values**

It is part of every staff member's terms of reference to contribute to **WWF's mission**:

WWF's Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:

- *conserving the world's biological diversity*



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- *ensuring that the use of renewable natural resources is sustainable*
- *reducing pollution and wasteful consumption.*

It is also part of every staff member's terms of reference to embody WWF's **values**, which are: Optimistic, Engaging, Determined and Knowledgeable.