



## Administrative Assistant

Employment Term: Fixed-term (until 30 November 2019)  
Level: National, E1  
Location: Sittwe, Myanmar  
Closing Date: **24 May 2019**



Oxfam is a global movement of people working together to end the injustice of poverty. That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

*Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.*

**Note:** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

### The Role

Oxfam in Myanmar is looking for **Administrative Assistant**.

To ensure efficient office operations that enables effective delivery of Myanmar Programme Objectives and responsible for reception duties and the smooth running of the office administration systems function in an efficient and effective manner.

**Our role will require a range of skills and experience.**

### Job Requirement

#### Experiences

- 2 years working experiences in administration.

**Education:**

- Any degree holder.

**Essential**

- Good verbal and written communication skill
- Takes a proactive approach in proposing new ways to improve work process with ability to solve problem and prioritise the tasks without upward referral.
- Good spoken and written English and Myanmar language skill.
- Demonstrate adaptability, flexibility and respect confidentiality in all aspects of work
- Good interpersonal skill and be a supportive team player
- Has a good knowledge of the work of unit and takes responsibility for expanding own knowledge
- Propose new ways to improve the work process
- Computer literate
- Commitment to Oxfam's overall aim and beliefs, including equal opportunities and gender equity in all aspects of Oxfam's work.

**Key Attributes:**

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

**How to apply**

Please state applied position in email subject line and send CV and cover letter to Human Resources Department through [myanmarhr@oxfam.org.uk](mailto:myanmarhr@oxfam.org.uk) (OR)

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.

Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

**To view the full job description please click [here](#) OR) Detail and complete job profile is available upon request.**

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***Get a feel of what it is like to work at Oxfam, please click [here](#)***

***Find out more about our pay & benefits, please click [here](#)***