
Vacancy Announcement No. KC 18052201

Job title:	FIN/HR Assistant
Job location:	Moegaung, Kachin State
Accountable to:	Deputy Project Coordinator
Basic salary:	517,000 MMK
No of Position:	1
Duration:	Locally appointed for initially one year with possibility of extension

General presentation

Médecins Sans Frontières (MSF) is an international medical humanitarian organization that provides assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. MSF has been working in Myanmar since 1992 and is currently providing healthcare in Kachin, Rakhine and Shan states, as well as Yangon and Thanintharyi regions.

Over 1,200 international and national staff work closely together to provide high-quality care and treatment through a network of health centres, health posts and mobile clinics. MSF's goal is to save lives and alleviate suffering by working directly with those in need - regardless of race, religion or political affiliation. The teams are made up of highly qualified medical staff, administrators, coordinators and experts in various medical, logistics, water and sanitation fields.

Field Context

The Kachin Project, averaging 350 national and international staff, is based in Myitkyina, Kachin State. Currently there are MSF clinics in four sites in addition to Myitkyina: Moe Gaung, Bhamo, Phakant and Laiza. HIV and TB are the primary focus; however, some clinics also provide STI, PHC and malaria treatment. The target populations are drug users, sex workers and other underserved populations suffering from unmet medical needs.

Main Purpose

Execute administrative tasks and do follow up of project accountancy, according to Line manager's indications and MSF procedures, in order to ensure legal compliance and keep a strict control over monetary resources.

Main task and responsibilities

- Execute administrative and legal related tasks, under supervision of the project HR manager, checking payroll calculations and updating personal files in order to ensure accuracy, compliance and on time payments.
- Implement cash management procedures in order to ensure the highest control and security, and ensure cash availability.
- Prepare employment contracts in conformity with legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance.
- Enter data into the HR database and personal files and keep them up-to-date in order to facilitate HR processes management.
- Update Social security Tax office employee files in order to meet legal requirements and duties.
- Draw up monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Draw up the final pay slip and employment certificate at the end of a contract in order to meet legal requirements while defending MSF's interests.
- Follow up all expiring rental contract dates and inform the Project HR Manager in order to leave enough time to arrange a renewal or look for some other alternative.
- Assist the project finance manager in the prevision of monthly treasury and planning in order to ensure the coverage of daily needs, advances on salaries, payroll, etc.
- Process the payment to suppliers and keep strict on all documentation involved, informing the project finance manager of any sort of disparity.
- Carry out all accounting tasks and activities in order to ensure strict control of all expenditures and the reliability of statements and documentation.
- Make all administrative information available to the staff (posting, meetings, etc.)
- Classify and prepare all accounting pieces as requested by the Administration Manager.

- File the accounting documents and enter the accounting pieces in the accounting software, with the support from the project finance manager and/or the Accounting Manager (ACMA).
- Support the Line Manager in translating documents into local language. Assists the Line Manager in meetings upon request.
- Arranging accommodation for new inpatient staff arrived and visitors from various projects
- Follow up/ perform administrative arrangements (related to training, travel, accommodation, briefing, postings, meetings, recruitments, etc.)
- Sending expatriate TA in time to respective government office, and liaise with the different authorities for TA issue if needed
- Perform any other relevant tasks assigned by his/her supervisors as necessary

Requirements

- University degree
- Desirable finance, business or administration related diploma
- Essential previous working experience of at least two years in relevant jobs
- Essential computer literacy (word, excel, internet)
- Minimum of one year's experience working as a book-keeper, a cashier or in an administrative position
- Fluent English (both written and spoken)
- Highly able to keep confidentiality
- Flexible attitude and able to work with deadlines
- Good communication, problem solving and stress management skills
- Ability to act as part of a multi-cultural and multi-disciplinary team

Confidentiality

This organization attaches the greatest importance and confidentiality to patient, staff, health data and other data held by the organization. All data should be treated as confidential and should only be disclosed on a need to know basis.

What we offer is:

- An attractive and market based salary;
- Public Holidays – all gazette public holidays;
- 16 paid leaves (including 6 casual leaves) on an annual basis;
- Excellent health care package;
- 13th months bonus;

You are offered the opportunity to work with the world's largest medical emergency organization and work with very experienced colleagues in a highly professional working environment. You will be able to acquire valuable skills in an international environment.

Application:

Please send your application letter, CV and passport-sized photo, copies of education qualifications and references to:

Attention: **Project Coordinator**
MSF-Holland (Kachin Project Office)
No.191, Sipin Tharya Street,
Yuzana Quarter, Myitkyina, Kachin State.
Email to: kachin@oca.msf.org

Not later than, Tuesday, 5th June 2018, 17:00 PM

- **Only the shortlisted candidates will be contacted.**
- **Please clearly mention the announcement no and job title in the Subject line.**
- **If you apply online, please send email applications in Microsoft word or PDF format.**