



နယ်စပ်ဒေသဆေးကုရေးအဖွဲ့

Vacancy Announcement No. ERS15102701

Job title:	Assistant to PC
Job location:	Sittwe, Rakhine Project
Accountable to:	Project Coordinator
Salary Level:	7
Basic Salary:	456,000 MMK
No. of position:	1
Duration:	initially 1 year with the possibility of extension

All inpat staff based at Sittwe Sites will be entitled to an allowance of 5,000 MMK per day.

General presentation

Médecins Sans Frontières (MSF) is an international medical humanitarian organization that provides assistance to populations in distress, victims of natural or man-made disasters and armed conflict in more than 65 countries worldwide. MSF's mandate is to save lives and alleviate suffering by working directly with those in need, regardless of race, religion, ethnicity, gender, political affiliation or any other factor. The organization was awarded the Nobel Peace Prize in 1999.

In Myanmar, MSF has been working since 1992 and is currently providing healthcare in Shan, Rakhine, and Kachin states, as well as Yangon and Thanintharyi regions. Over 1,000 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. The teams are made up of highly qualified medical staff, administrators, coordinators and experts in various medical, logistics, water and sanitation fields.

Main of task and responsibilities

- Ensure, together with the Project Coordinator, regular and appropriate communication with local authorities, various actors and partner organization as well as national staff;
- Disseminate relevant context information to the team, regularly inform them on key issues and advise on cultural sensitivities and local security situation;
- Keep good knowledge and working relationships with other actors (INGO's, local NGO's, UN agencies, local authorities, religious leaders and political groups as well as government health staff);
- At the request of the PC, represents MSF in external meetings;
- Translate documents and act as an interpreter when needed;
- Support emergency assessments when needed;
- Provide administrative support, including arrangements for travel and accommodation and obtaining permits.

Description of the responsibilities/activities:

Communication and representation

- Assist in safe-guarding and promoting MSF's image externally and in improving awareness of MSF's principles (internally and externally);
- Establish and maintain network with relevant authorities and local actors as delegated by the PC;
- Represent MSF externally as delegated by the PC;
- Accompany the PC in visits to local authorities, members of the different communities and international actors;
- File and update field contacts and correspondence with authorities and counterparts (government officials, UN agencies, (I)NGOs, etc.).

Context analysis

- Monitor (media, contacts, rumors), report on key issues (humanitarian, health, security), and assist in analyzing contextual information for guidance in decision-making;
- Provide advice on cultural appropriateness of organizational and individual activities;
- In the absence of PC conduct context, security, and cultural briefings for new staff members.

Administrative support

- Support ERS team and visitors in arrangements for travel and accommodation;
- Provide translations, act as interpreter, draft documents, arrange Travel Authorizations, etc.

Other

- Collaborate with the PC and Project Secretary on HR issues for inpat and expats;
- Support emergency assessments when needed;
- Perform any other task assigned by the Project Coordinator.

Requirements

- University degree (desirable);
- Previous experience in similar position with MSF or other humanitarian organization (desirable);
- Good understanding of MSF's principles and values and ability to convey these;
- Experience in and exposure to working in a complex political environment – able to understand the historical implications, local customs and political dynamics;
- Critical thinking/analytical skills;
- Excellent communication skills, both written and orally;
- Diplomatic nature;
- Good level of English, both written and oral;
- Good computer skills (Microsoft and Excel);
- National /passport holder of the (MSF's mission) country.

What we offer is:

- An attractive and market based salary;
- 13th month bonus;
- 21 paid leaves on an annual basis,
- Excellent health care package;
- Food per diem and frequent trips paid back home.
- *For inpat staff only* an additional package including housing.

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 (Sittwe Project)
Horse Race Road, North San Pya Quarter, (OR)
Sittwe.
Email to: ers-hrm-assist@oca.msf.org

HR Coordinator
MSF-Holland (Yangon Coordination)
No. 5/59, Aye Yadanar Street, Thirigon
Villa, Thingangyun Township, Yangon.
Email to: myanmar-recruiting@oca.msf.org

Not later than **Tuesday, 10th November 2015**

- **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.**