

JOB VACANCY ANNOUNCEMENT NO. 015/2018

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German federal enterprise that offers workable, sustainable and effective solutions in political, economic and social change processes. Most of GIZ's work is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). GIZ also implements projects on behalf public and private entities in Germany and abroad, such as the European Union (EU). GIZ operates throughout Germany and in more than 130 countries. There are about 17,000 staff around the globe, of which some 70% are employed as national personnel.

The Myanmar Trade Development Programme (TDP) is a technical assistance programme that has been entrusted by the EU to GIZ. The programme will run for 48 months until 31 December 2018. The budget of the TDP is € 10.5 million and is provided on the basis of a co-financing by the European Union and BMZ. The aim of the TDP is to contribute to the enhancement of inclusive economic growth of Myanmar by enabling the country to take advantage of its reintegration into the world trading system for strengthening trade and investment. TDP deals with topics such as trade policy development, trade promotion, trade facilitation, food safety, national quality infrastructure, consumer protection, and competition policy.

In order to support the Trade Development Programme GIZ is looking for:

Position: Finance Assistant
Location: Yangon (TDP Office in the Ministry of Commerce, Strand Road)
Contract Period: As soon as possible to 31 December 2018
Number of Position: 1

A. Responsibilities

The Finance Assistant is responsible for

- Ensure that the finance and administrative service of TDP is provided correctly and in accordance with GIZ financial management and accounting procedures

The Finance Assistant performs the following tasks:

B. Tasks

1. Financial services

The Finance Assistant

- ensures high quality of receipts and vouchers and that all financial documents are valid, accurate and complete in line with GIZ rules and regulations as well as accounting procedures
- prepares transfers and checks them before execution
- prepares payments and payment documentation (cash and bank)
- books all vouchers in WINPACCS Cash/Bank book using WINPACCS Cash/Bank software
- checks unexpected entries in WINPACCS cash/bankbook
- ensures that cash and bank handling is in line with GIZ rules and regulation
- ensures that project accounting is according with GIZ rules and regulations
- ensures high quality of receipts and vouchers and that all financial documents are valid, accurate and complete in line with GIZ rules and regulations
- follows up on advance payments and their timely settlement
- Bank statement issue in bank weekly basic
- prepare monthly cash and bank reconciliation
- processes all travel settlements for all project staffs of GIZ-TRADE components
- International trip calculation for AMA, NP, and counterparts
- calculates private mileage fees and other GIZ income as arising
- Error sheet preparation after finishing monthly reports

2. General services

The Finance Assistant



European Union



Implemented by



- is responsible for filing financial administration documents promptly and treating information confidentially
- photocopies and scans documents as needed

3. Other duties/additional tasks

The Finance Assistant

- reports without delay to the person responsible for accounting on all problems in financial administration and compliance with rules
- performs other duties and tasks at the request of management

C. Required qualifications, competences and experience

- Diploma or comparable qualification from a commercial academy (accounting) with sound professional experience in finance management

Professional experience

- at least 2 years' professional experience in a comparable position

Other knowledge, additional competences

- In-depth knowledge of accounting software (ideally Winpaccs)
- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- Good level of proficiency (reading, writing, speaking) in both Myanmar and English language

- Open to learning and upgrading own skills according to requirements
- Team player

GIZ offers a competitive salary and a social benefits package and GIZ encourages women, people with disabilities and from ethnic minorities to apply.

Application procedure:

Applications are accepted until **Monday, 18th April 2018**

Qualified candidates shall send their application letter along with their non-returnable recent CV and contact detail of two referees to the following address:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
No. 45, Innaya Myaing Road, Golden Valley (2) Ward, Bahan Township,
Yangon, Myanmar
OR

E-Mail: recruit-myanmar@giz.de

Note:

- ❖ Please mark the application with: **“Finance Assistant (072/2017).”**
- ❖ Only short listed candidates will be contacted. GIZ encourage early submission of application as candidates can be hired prior to the deadline.
- ❖ GIZ would like to keep interesting CV's of persons not chosen for a particular position in a pool for possible future vacancies. Applicants should let us know if you do not want to be included in such a pool.
- ❖ Applications are requested to be sent in **Microsoft word or PDF format. Applications with download-links cannot be considered.**