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

GIZ is has been active in Myanmar since October 2012 to support sustainable economic development. The Technical and Vocational Education and Training Project (TVET) aims at supporting a successful reform of Myanmar’s TVET system, which is based on a demand-driven orientation and close cooperation between the public and private sectors. The Project is looking for suitable candidate in Yangon, for the following:

**Position:** Administrative Assistant  
**Location:** Yangon  
**Contract Period:** ASAP – 31st Dec 2016 (Extendable)  
**Number of Position:** 1

### A. Responsibilities

The administrative assistant is responsible for

- performing general clerical services
- Secretariat work and services, including handling telephone calls (answers and accept phone call and messages and/or forwards them)
- registers, documents and organizes incoming and outgoing correspondence (Fax, emails, packages and personally delivered messages), sorts and distributes incoming correspondence (email, fax, other official documents) ensures creation and regular updating of staff and supplier list of contacts & addresses (telephone, fax, email)
- Office management and general coordination of activities, including contracts with suppliers, physical resources (vehicles, seminar equipment, ICT equipment, etc.), and services (hotel booking, travel arrangements) payments to suppliers. Filling documents, procurement of supplies
- Coordinates booking of GIZ-TVET meeting room

### The administrative assistant performs the following tasks:

#### B. Tasks

1. **Clerical Service**

- ensures that the necessary office supplies are available
- purchases office equipment and supplies as needed within set value limits
- conducts standard procurement
- files all procurement documents in hard- and softcopy (as needed) to ensure for payment in monitoring and follow up
- maintains monitoring overviews and other information documentation related to procurement
- closes and completes all procurement files at their end

2. **Support for administrative officers**

- assisting the office administrator with her tasks as instructed
- photocopies and scans documents as needed documents (including the official passport etc.) and files these at the GIZ office
- organizes and compiles information materials and office stationery
- labels files in accordance with GIZ filing rules
- helps prepare procurement and contract documentation, translation as required
- completes forms, tables and other relevant documentation in accordance with specific instructions from the Office Administrator
- documents service requests and enquiries (e.g. paying invoice, delivering and collecting documents)

3. General tasks
- coordinates driver schedules and ensures that visitors and experts arriving in the country are picked up
- Monthly update fuel consumption and maintenance report
- organizes and coordinates logistical aspects for planning, holding and documenting meetings, workshops, seminars and other events
- Prepare and arranges programmes for visitors, makes travel arrangements such as booking tickets, flights, hotel reservations, transport etc.) evaluates hotel prices and negotiates better room rates
- organizes visas and other necessary permits and documents
- keeps a list of all appraisers for short-term assignments
- assisting with filing documents in reference files or DMS in line with GIZ’s filing rules
- assists in maintaining working relationships with GIZ partner institutions

4. Other duties/additional tasks
- performs other duties and tasks at the request of management

C. Required qualifications, competences and experience

Qualifications
- diploma or similar qualification from a recognized college (e.g. management business administration), or a comparable combination of other training and extended experience of three years

Professional experience
- at least 3 years’ professional experience in a comparable position

Other knowledge, additional competences
- In-depth knowledge of daily office management
- good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office, SAP)
- very good knowledge of English, ideally a knowledge of German
- ideally experience working with a German organization
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

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 **Friday, 22nd April 2016**

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, Innya Myaing Road, Golden Valley (2) Ward, Bahan Township, Yangon, Myanmar
OR

E-Mail: recruit-myanmar@giz.de
Note:

- Please mark the application with: “Application for Administrative Assistant (002/2016).”
- 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.