



COUNTRY OFFICE IN MYANMAR

Tel: (95 1) 212 606, 212 608, 212609

Vacancy Announcement

No. WR MMR/2004/04

Date of issue: 9 September 2004

Title and grade of Post :	Administrative Assistant, RN.7
Qualifications and Skills:	Completion of secondary school education. Additional training in accounting and computer applications
Experience :	Over five years of administrative experience, preferably in one of the UN Organizations
Language :	Excellent knowledge of spoken and written English and Myanmar
Tenure :	Two year (Renewable)
Location :	WHO Representative's Office, Yangon

Terms of Reference:

Under the general supervision of the WHO Representative, the incumbent performs the following duties in the area of administrative management and supervision of the support functions in the WHO Representative's Office and Country Programme, specifically, the incumbent will be responsible for the following:

1. Preparing and reviewing all correspondence on administrative management, budget, finance and accounting matters for the WHO Representative's signature
2. Checking and certifying the preparation of vouchers, payment instructions, financial statements and monthly returns from the WHO Representative's Office and Country programme.
3. Maintaining budgetary control of Technical Services Agreement, Agreement of Performance of Work, Local Cost Subsidy, Special Services Agreement
4. Assisting responsible staff in the techniques of proper accounts management and maintenance including local imprest and foreign currency accounts, maintaining cash receipt books, arranging bank deposits and withdrawals, etc.,
5. Assisting staff and official visitors in routine administrative and financial matters
6. Controlling the use of official vehicles and their general maintenance and repairs, arranging insurance cover, renewal of licenses, petrol and oil allocations, driver assignments
7. Overseeing the registry and distribution and control of incoming/outgoing correspondence, pouches and other materials
8. Planning, local procurement, registration, and maintenance of supplies and equipment required for the functioning of the WHO Representative's Office. Ensuring the technical safety of the office.
9. Closing of year end accounts for submission to SEARO.
10. Performs other duties as assigned.

Closing Date: 30 September 2004

Interested candidates from the UN Agencies, Embassies, International NGOs and other specialized agencies, are invited to send their applications with recent photographs and updated curriculum vitae (preferably including contact telephone number) to the WHO Representative, WHO Office, 7th Floor, Yangon International Hotel, No. 330, Ahlone Road, Yangon. Staff members of WHO should submit completed WHO 824 form.

Only short-listed candidates will be called for test/ interview. (WHO has a smoke free environment) The vacancy is only for Myanmar nationals.

Distribution: All UN Agencies, Embassies and International NGOs.

