



**Address**  
No. 73 (A-1), Pyay Road  
Dagon Township  
Yangon, Myanmar 11191

**Phone** +95(0)1225082  
**Email** [hr@mauk-myanmar.org](mailto:hr@mauk-myanmar.org)  
**Website** [www.mauk-myanmar.org](http://www.mauk-myanmar.org)

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## Vacancy Announcement

Ref: MAUK-VA-026/2018

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Post	Field Office Manager
Location	Sittwe
Starting Date	As soon as possible
Duration	12 months (with possible extension)
Report to	Operations Manager
Vacancy Opening Date	<a href="#">Aug 30, 2018</a>
Vacancy Closing Date	<a href="#">Sep 15, 2018</a>

### **DESCRIPTION OF THE ORGANIZATION:**

MA-UK is an international humanitarian and development agency based and registered in the UK. MA-UK works through 14 field offices across Africa, Asia and the Middle East. Our vision is a world of peace, compassion and justice where all people regardless race, religion, cast and creed achieve fulfilment in all aspects of their lives. In 2013, MA-UK started its operation in Myanmar and opened up an office in Yangon and Sittwe. MA-UK works in humanitarian relief and development programs in several States across the country. Our programs include health, education, sustainable livelihoods and emergency response. We are currently seeking for an experienced and motivated individual to join our team as a Program Development & Institutional Fundraising Coordinator.

### **Purpose of the position**

The Field Office Manager is the leading role in the Field office in Sittwe, will be responsible for to organize and coordinate office operations and procedures, in order to ensure organizational effectiveness, efficiency and safety. The Field Office Manager will be accountable to effective support for smooth function of multiple programs of Livelihood, Health, Education, and Emergency Response Program. In addition, the Field Office Manager is also accountable for directing and coordinating office services and related activities, including developing and supervising Admin, finance, and logistics activities for effective and efficient utilization of services and equipment. He/she will be based in Sittwe and will work under the direct supervision of Operations Manager.

## Job Description

### Strategic Operational Support

- Lead to strengthen all operation, process and procedures are functioning effectively and in accordance with MA-UK policies.
- Ensure that MA-UK's program implementations are cost effective, efficient and in comply with all organizational standards of management and accountability. And ensure that adequate operations support functions are review and approved whenever necessary.
- Support to Operations Manager and Programme Manager for planning and budgeting of operations and programmes.
- Safety and security focal person for MA-UK (Myanmar) and external organizations.
- Liaise and present MA-UK (Myanmar) to the government agency and other international/national organization.
- Reviewing and updating of health and safety policies and ensuring they are observed.

### Coordination and Collaboration

- Coordinate cross-cutting issues across sections/services through the provision of maximum contributions of program operation aspect.
- Ensuring the monthly favourable operation report including Admin, HR, Finance, Logistics, and procurement of respective area.
- Formulate as a key player to be a smart operations team through the provision of effective services.
- Maintain good organizational reputation through harmonizing the relationship and coordination of all counterparts and stakeholders.
- Represent organization to communication and collaborate with respective stakeholders such as coordination and cluster meeting.
- Monitor and ensure the compliance and accountability of all office and program process with MA-UK policy.
- Initiate and formulate the appropriate strategy in operations service to Rakhine Program such as livelihood, Health, Education, and Emergency Response.

### Procurement and Logistics Service Management

- Manage all logistics and Procurement Process is in comply with MA-UK Global Policies and Procedure and Procurement Strategies.
- Ensure quality assurance through random and regularly schedule monitoring and auditing of operation in field offices.
- Manage the contract strategy including tender selection and evaluation, contract award, document finalization for the whole process and make sure those are in line with legal implication.
- Oversight of the procurement and logistics services in accordance with rules and regulations.
- Service as counterpart with respective Programme Manager and official to trouble shoot logistics and purchasing till to reach rational solution.
- Maintain and improve logistics communication and reporting system in accordance with MA-UK(Myanmar) procedure and donor requirements.

- Ensure all logistics staff handles management and maintenance issues for healthy and professional experiences, creating tools and controls where needed.

### Office Management

- Ensure financial regulations are in line with internal/external audit recommendations.
- Strength financial accountability by requiring all staff provide proper documentation and procedure.
- Ensure all office maintenance and the provisions of office management are in time, cost effective and efficient.
- Ensure all administration supports are performing effectively and in line with MA-UK policies and regulations.
- Developing and implementing new administrative system, such as record management.
- Provide and develop the comprehensive high quality induction package to all staff including operations, safety and security to monitor their effective and appropriate implementation.
- Monitor the function of IT and Its related communications requirements of Yangon and all field offices are in cost effective and efficient.
- Any other tasks as required by Operations Manager.

### **Skills, Competencies and Requirements**

- Relevant university degree holder.
- Minimum 3 years' experience in management positions
- Strong interpersonal and communication skills including excellent oral and written English language skills
- Excellent planning, management and reporting skills
- Experience in project management, team building and problem solving.
- Computer literacy (Word, Excel, Power Point)
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live in stressful situations

### **HOW TO APPLY**

Submit your cover letter and resume/CV to [hr@mauk-myanmar.org](mailto:hr@mauk-myanmar.org) (Please quote “Field Office Manager” in the subject line). Application will be accepted until **September 15<sup>th</sup>, 2018**.

#### **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

*MA-UK presents equal employment opportunity for both female/male and people with disability.*

Due to urgency of the position, MA-UK (Myanmar) will call the interview before the closing date. We encourage to apply immediate for interested persons.

**Only shortlisted candidate will be contact, and inability to reply for phone queries.**