

IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by MAUK, Myanmar.	Essential	Application and Interview
Ability to adapt to changing deadlines and priorities.	Essential	Application and Interview
Ability to work in and with a diverse team.	Essential	Application and Interview
Ability to work under pressure and on own initiative.	Essential	Application and Interview
Ability to analyse and assess complex situations and develop policies.	Desirable	Application and Interview
Willingness to travel at very short notice.	Essential	Application and Interview
Commitments:		
Commitment to MA-UK, Myanmar's mission, visions and values	Essential	
Commitment to MA-UK, Myanmar's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Child and Vulnerable Adults-Safeguarding policy and Procedure, Code of Conducts	Essential	
You will display the competencies below :		
Competencies	Definition	
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts	
Communication	The ability to listen, express and communicate information effectively	
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals	
Results Focused	Getting the job done in an efficient way through effective time, task and financial management	
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance	
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives	

