



**Employment Opportunity
United States Peace Corps in Myanmar**

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

Administrative Assistant

Minimum Starting Salary: \$ 9,798/year (FSN-6 equivalent)

Anticipated Start Date: December 2016

**starting salary dependent on experience*

The **Administrative Assistant (AA)** performs a variety of administrative duties in support of the administrative unit and overall office operations. The AA reports to the Director of Management and Operations (DMO).

The AA is responsible for providing assistance to the administrative unit and supporting office operations through, but not limited to, the following tasks:

- Assists DMO and finance team with financial reports, recording financial transactions, preparing official travel, procurements, and payments
- Assists with procurement, stocking, distribution and re-stocking of office supplies
- Maintains internal and external office communication, including office newsletters, handbooks, annual reports, message boards, calendars, and reminders
- Assists with creating and uploading media and content to the Peace Corps website and social media pages
- Assists with oral and written translation and interpretation or correspondence and communications, as required
- Assists with office and residential inventory of equipment and supplies
- Provides overall office administration and support, including filing, copying, faxing, and printing
- Answers the main office telephone line, records messages, and facilitates internal and external office communication
- Greets guests visiting the office and informs staff of visitors
- Receives and distributes incoming and outgoing mail
- Ensures that the main reception and lobby area are organized and well-maintained
- Assists with all external communications and public relations, as requested

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Completion of university degree in related field
- Must have at least two years of experience in a similar administrative capacity, preferably with an international organization
- Excellent computer skills with knowledge of Microsoft Office products, internet searches, etc
- Excellent oral and written English skills; Fluent in written and spoken Myanmar language
- Willingness to learn new systems and motivation to improve existing capabilities
- Proactive and positive team player with the ability to work under minimal supervision

- Previous experience purchasing goods and services for an employer/company a plus
- Previous experience making payments on behalf of an employer/company a plus
- Demonstrates professional behavior and exercises judgement with colleagues and externally, as a representative of Peace Corps
- Must be honest, reliable and act with integrity
- Candidate must demonstrate flexibility and willingness to work successfully in a cross-cultural environment
- Ability to maintain confidentiality
- Knowledge of development work, governmental and non-governmental organizations operations, public relations and cross cultural awareness
- Ability to work a 40 hour work week with occasional work in the evenings, on weekends, and holidays

Apply by submitting a resume and a one page letter in English which addresses your qualifications for the position. Please address all listed qualifications and include the title of the position you are seeking in your cover letter.

Applications are due by August 28, 2016. Applications and questions (including requests for the complete Statement of Work) should be sent to myanmarjobs@peacecorps.gov. **Applicants who do not address the required qualifications will not be considered for an interview.**

Only qualified candidates will be contacted for interviews. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Candidates chosen for interview will also be required to pass language and skills evaluations.

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.