

Project Assistant

Project:

Leapfrogging Myanmar's market to high efficiency lighting and appliances

Post title:

Project Assistant

Contract Period:

January 2020 to December 2022. An initial contract period will be 1 year, with possibility of 2 years extension based on satisfactory performance

Duty station:

Energy Efficiency and Conservation Department (EECD), Ministry of Industry, Myanmar

Background:

The Project Assistant will support logistics, correspondence, recruitment of national consultants and sub-contractors, day-to-day administrative requirements of the project, and the overall operational and financial management and reporting.

Responsibilities:

- Implement and update project accounting system
- Prepare regular financial reports
- Review and process project payments and ensuring overall effective management of project accounts
- Support the co-operating entity (the International Institute for Energy Conservation – IIEC)/ UN Environment in financial reporting
- Any other tasks assigned by the National Technical Coordinator
- Build and update a database of project partners contacts as well as any others relevant individual or institution in relation to the project;
- Organize meetings of the project steering committee and maintain records of the events including dates, list of participants, and minutes of meetings;
- Maintain files of all project documentation;
- Maintain records and report expenses
- Maintain agendas for team members and remind them with regard to date for reporting, etc.
- Liaise with IIEC/UN Environment on any matter of relevance to the work
- Report on the main issues and difficulties encountered so that lessons can be drawn with regard to the successive similar projects.

Reporting structure:

The project assistant will work under the general supervision of and report to the National Technical Coordinator.

Qualifications:

- Minimum of University degree
- Minimum 5 years of experience in office administration supports, or accounting
- Experience in working on international projects would be an asset.
- Ability to fluently communicate (writing and speaking) in English
- Adequate computer literacy (MS Word, Excel and Power point)

Please send your CV to:

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Application deadline: 27th December 2019