JOB DESCRIPTION AND QUALIFICATIONS

Job Title : National Officer – Operationalisation of the ASEAN Monitoring Team for Humanitarian Assistance in Myanmar.

Reporting to : Team Leader – Operationalisation of the ASEAN Monitoring Team for Humanitarian Assistance in Myanmar.

Work Station : Yangon, Myanmar.

Duration : 12 months with possible extension.

Project Background

The Government of Australia, through the Department of Foreign Affairs and Trade (DFAT), provides a financial contribution to the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) through a project named “Operationalisation of the ASEAN Monitoring Team for Humanitarian Assistance in Myanmar”. This project will support the AHA Centre for the operationalisation of the ASEAN Monitoring Team for humanitarian assistance in Myanmar. The operationalisation will include the component of personnel, equipment, and supplies to support the day-to-day operations of the ASEAN Monitoring Team and the monitoring missions to oversee the humanitarian assistance in Myanmar.

The expected outcomes of the project are as follows:

a. Oversee the evolving situations to identify humanitarian issues and report to the AHA Centre.

b. Monitor the humanitarian assistance activities provided by the ASEAN member states and/or other dialogue partners through the AHA Centre and evaluate its effectiveness.

c. Coordinate with relevant key actors for humanitarian assistance in Myanmar.

Broad Statement of Function

a. Assist the implementation of the activities in ensuring efficient and effective processes, as well as delivery of the outputs as pertaining and stated to the project grant agreement.
b. Provide support in the conduct of training activities, workshops, meetings and seminars.

c. Assist in the preparation of timely project reports.

d. Provide assistance in coordination with relevant government agencies, line ministries, partner organisations and other related agencies as necessary.

e. Carry out other assignments as tasked by his/her supervisor.

**Primary Responsibilities**

A. **Assist the implementation of the activities, as well as delivery of the outputs as pertaining and stated to the project grant agreement.**

- Organise meetings, workshops and/or training activities.
- Draft correspondences and meeting notes and minutes.
- Assist in administrative processing requirements pertaining to engaging with the ASEAN Monitoring Team.
- Prepare documentation to monitor the utilisation of the relevant budget in accordance with AHA Centre Financial Rules and Regulations.
- To coordinate with relevant AHA Centre Division/Unit in implementing activities supported by the project.
- Provide assistance in developing procurement and budget requisition plans.
- Provide support in the implementation of the day to day operations, and where necessary, identify areas for improvements.

B. **Provide support in the conducting of the monitoring mission, workshops, and meetings.**

- Arrange logistical aspects of organising monitoring visits, workshops and meetings (including coordination with relevant authorities, organisations and partners), participants travel arrangement, issuing invitation letters and preparation of training/meeting materials.
- Assist in monitoring team members’ performance in their areas of responsibility and provide input as necessary.
- Present on-site in the implementation of project activities.
- Assist in maintaining calendars, composing communications as correspondence and maintaining records of all activities related to the project.
- Provide support to the drafting of meeting / mission / project reports as well as notes-to-file.

C. **Assist in the preparation of related project reports**

- Provide assistance in preparing necessary documents for the monthly reports.
- Provide assistance in archiving or documenting the utilisation of the project budget.
- Prepare timely reports based on the close monitoring of the delivery of ASEAN Humanitarian Assistance in Myanmar.
- Assist in preparing completion reports after the project completion date.
D. Provide assistance in coordination with relevant government ministries, partner organisations and other related agencies as necessary

- Provide necessary assistance in coordination with the parties concerned for humanitarian assistance in Myanmar, including the Government Ministries, related task forces and authorities, as well as with the donor and partner organisations.
- Assist in setting up meetings and calls as well as preparing correspondence with/to the relevant actors involved in the humanitarian assistance to Myanmar as required.
- On behalf of AHA Centre, attend meetings with local authorities, international organisations and local communities whenever is relevant and necessary.
- Maintain close collaboration within the ASEAN Monitoring Team and strong communication among the team members.

E. Carry out other assignments as tasked by his/her supervisor.

- Perform other related duties as assigned by the Team Leader and/or other designated officers.
- Adhere to all necessary aspects of corporate affairs within the organisation, such as administration, human resources, legal, as well as programme development and management, communications, M&E and contribute to emergency operations as required.
- Contribute to the AHA Centre’s collective efforts by accomplishing related duties as needed.

Additional requirements.

- Travel within Myanmar is required.
- While the majority of the work is performed in an environment which is mostly clean and comfortable, field missions can involve working in environments that are unstable and with unpredictable access to basic services.
- May required to work non-traditional hours or to be deployed for extended periods on short notice and work in post-disaster contexts.

Job Qualifications

Education

- Bachelor's degree in Disaster Management, Social Science, Business Administration, Management, Communications or relevant subject.

Experience

- At least 3 (three) years of work experience in emergency response, disaster management, logistics, procurement, project management of international organisations, government and/or private sector institutions.
- Experience in handling administrative and programme support.
- Good command of English, written and spoken.
• Well-organised, flexible and enjoy administrative challenges in working with a variety of people and supporting a programme in cross-cultural environments and international settings.
• Computer literacy and proficiency in using Microsoft Office tools and other relevant tools.
• Exposure in working with disaster management related organisations and/or the humanitarian arena would be an asset.
• Knowledge of the mechanisms of ASEAN, especially in the areas of disaster management and humanitarian assistance, will be an advantage.

Competency Profile

• **Planning and organising**: Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organise work, monitor & review outcomes, and communicate the results clearly both verbally and in writing;
• **Communications and interpersonal skills**: Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy;
• **Teamwork**: Ability to build trust and respect among fellow team members and contribute to the resolution of a workplace conflict;
• **Attention to Details**: Ability to constantly attend to details and achieve the highest standard in accomplishing tasks;
• **Ability to work in a multi-cultural setting and under pressure**: Ability to interact effectively with people from different cultures, ability to multi-task and remain efficient and productive under pressure;
• **Organisational awareness**: Ability to align thinking and actions to organisational values;
• **Flexibility and adaptability**: Ability to respond positively to change and new organisational practices, structures, procedures and technology;
• **Personal credibility**: Has high regard for self-discipline, good attendance record, respect punctuality and set example to others, show consistency in words and actions, has high integrity and is conscientious.

Application Process

The AHA Centre urgently invites the best, most talented and highly-motivated individuals from the ASEAN Member States to apply for this position. We encourage female candidates to apply.

You may apply by sending your application to human.resources@ahacentre.org, highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained and completed the AHA Centre Application Form, which can be downloaded at www.ahacentre.org/opportunities.

Please ensure that the total size of your email, including attachments, is no more than 5MB.

Please indicate the name of the position that you are applying for on the subject of your email.
Incomplete applications will not be considered.

Application for the position should reach us before the 3rd June 2022, Midnight Jakarta time. The Selection Panel’s decision is final and only shortlisted candidates will be notified.

For more information on the AHA Centre, please visit www.ahacentre.org

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