Course Administrative Assistant, Myanmar

The International Union Against Tuberculosis and Lung Disease (The Union) is an international scientific organisation headquartered in Paris, France since 1920. It has regional and country offices in Africa, Asia Pacific, Europe, Latin America, North America and South-East Asia regions. For more information about The Union visit www.theunion.org

The Union Office in Myanmar is one of the principal providers of antiretroviral treatment in Myanmar, with close to 18,000 patients receiving care. The activities began there in 2005 with an Integrated HIV Care for TB patients launched at Mandalay General Hospital. Since then the programme has grown dramatically, and its “4P” approach – based on the Partnership between Patients and the Public and Private sectors – has been a widely recognised success. In its work with government, international partners, civil society and a network of volunteers the office now supports 26,000 people with ART, and has assisted with the finding of 2,500 new TB patients in 2015, and supports 200 patients with MDR TB.

The office is located in Mandalay, and employs 220 national staff.

POSITION

The Union Office in Myanmar has a vacancy for a Course Administrative Assistant based at The Union Office in Myanmar, Mandalay. The position is reporting to the Country Director of The Union Office in Myanmar.

Overall Role:
The overall role of the Course Administrative Assistant is to assist with organising Operational Research and other short courses conducted by The Union Myanmar Office and provide comprehensive secretarial and administrative support to the project(s) and its staff.

Specific Responsibilities:

- Answer to information requests about courses
- Post application forms and course outlines on The Union Website
- Collect completed application forms, CVs, written statements and check that all required documents are included
- Make a list of candidates
- Email the Project Director: list of candidates, application forms, CVs and required documents
- Communicate application results to candidates
- Send acceptance letters to selected participants
- Coordinate hotel bookings, ensure venue is prepared and audio-video materials and coffee breaks are organised
- Coordinate with Travel Services for travel arrangements of participants and facilitators
- Prepare allowances and reimbursements for participants
- Coordinate purchase of stationery and prepare course materials
- Coordinate with the Logistics Unit for the dispatch of course materials
- Contribute to any changes that are needed in the logistics and administration
• Follow up on course expenses with the Project Administrator
• Communicate details of the participants to the Membership Services (for their 2-year Union Membership with access to the IJTLD)
• Prepare internal invoices for the Membership subscription of the participants
• Prepare course certificates at the end of each module and at the end of the course
• Prepare a feedback form and take a lead role in the analysis of the feedback
• Manages appointments, correspondence, calendars, schedule and co-ordinate meeting/conference calls.
• Answers inquiries that require a complete knowledge of office policies and procedures.
• Assembles and organises information for meetings (e.g., staff meetings).
• This being a critical programme support function, the position is expected to demonstrate people-friendly attitude, provide timely support and develop well-planned work plans and annual calendar of deadlines for key compliance.
• Assist Travel coordinator with travel arrangements, travel expense reports, hotel reservations and other travel logistics including visa letters, as and when required for the project(s).
• Independently handle the reception (answer incoming calls and transfers, respond to inquiries), as and when required and ensure messages reach staff in an effective and timely manner, sort and distribute all office incoming and outgoing mail, send daily mail including express/priority mail etc.
• Provide back-up support to programmes as requested.
• Develop filing system for project related files and assist in maintaining The Myanmar office database.
• To assist the course coordinator and OR fellow(s) in monitoring the course outputs, in particular the 18-month acceptance and publication of submitted papers and the 18-months assessment of whether research has changed policy and practice and whether the participant/institution has continued to engage in operational research following the completion of the course.
• Perform other relevant duties as required by the supervisor, Office Director.

Qualifications and Experience:

• Must be a self-driven individual with a strong sense of initiative
• Work effectively within a team environment throughout the development life cycle
• Good interpersonal and communication skills
• Excellent verbal and written skills in English; additional languages
• Proficient in Microsoft Word, Excel, and Outlook
• Work experience for non-governmental organisation/development organisations, and in the health sector an advantage
• Enthusiastic, professional and positive approach
• Pays attention to details, and to work under pressure
• Identifies with The Union’s organisation values of Quality, Accountability, Independence and Solidarity.
How to Apply:
Please send your CV, a cover letter and remuneration expectations to hr@theunion.org indicating the position applied for in the subject line. The position is open to local applicant only.

Closing Date for applications: 28 February 2016. Only shortlisted candidates will be contacted.