

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for Admin Intern position based in Yangon, Head Office. Please see the following detailed information.

**SAVE THE CHILDREN INTERNATIONAL**  
**VACANCY ANNOUNCEMENT**  
**(FOR MYANMAR NATIONAL ONLY)**  
**ROLE PROFILE**

<b>TITLE: Admin Intern</b>	
<b>TEAM/PROGRAMME:</b> Myanmar Education Consortium (MEC)	<b>LOCATION:</b> Yangon, Head Office
<b>Number of Position:</b> 1	<b>CONTRACT LENGTH:</b> Fixed Term (6 Months)
<b>CHILD SAFEGUARDING:</b>  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check.	
<b>ROLE PURPOSE:</b> Under the direction of the Operation Coordinator, the Program Support Intern provides operational and administrative assistance to the MEC Program team. This includes administrative, logistic and information management assistance to the Operation Coordinator and other team members, as well as planning and coordination of team activities such as meetings, workshops and travels.	
<b>CONTEXT OF MEC:</b>  The Myanmar Education Consortium (MEC) started in early 2013 as a long-term programme hosted by Save the Children, with funding from DFAT (Australia), DFID (UK) and DANIDA (Denmark), with the goal of quality education for all children in Myanmar. In its revised Phase 2 strategy (2017-2021), MEC focuses on complementary education systems, especially ethnic and monastic education.  Program outcomes under the 2016 strategy include: <ul style="list-style-type: none"> <li>• Improved retention, completion and learning outcomes in ethnic and monastic schools</li> <li>• Ethnic and monastic schools are able to demonstrate progress towards a level of parity with governments schools</li> <li>• Positive changes in policy and practice to address barriers to education and enable a more coherent, inclusive national education system</li> </ul> To achieve these outcomes, MEC supports complementary systems through a 'systems strengthening' approach, placing a high priority on supporting our partners to develop professionally and institutionally, in order to become strong education systems able to deliver quality, multilingual education to children on a sustainable basis. MEC also gives 'broad based technical assistance' that supports not only our programing partners but also other complementary systems in strengthening their work in key priority areas, including multilingual education and improving teachers' classroom competencies, education and professional	

development, in order to ensure quality support to our partner ethnic education systems. MEC also aims to facilitate policy dialogue and interaction with and between multiple ethnic education stakeholders on how to build sustainable complementary education systems of good quality. MEC also concurrently engages in policy dialogue with the Government and advocates for evidence-based recognition and alignment of the ethnic education systems within an inclusive NESP policy framework.

## **SCOPE OF ROLE**

**Reports to:** Operation Coordinator

**Travel:** Require to travel as field visit

## **KEY AREAS OF ACCOUNTABILITY**

### **Operational and Administrative Support**

- Maintain MEC program team calendar and regularly update it on google spreadsheet.
- Take minutes of meetings and assist the translation, proofreading and editing of minutes and other program related documents as required.

### **Travel Management**

- Maintain and regularly update travel tracker
- Responsible for formatting, distribution and filling of trip reports.

### **Workshops and Events:**

- Assist in logistical arrangements for program events and workshops.
- Take workshops / events notes with the assistances of and coordination with other team members.(available to travel field trip)
- Perform other tasks as agreed with the supervisor.

### **Child Safeguarding Responsibilities**

- Develop and practice day-to-day approaches to increase awareness, commitment and interest in child safeguarding amongst staff.

## **BEHAVIOURS (Values in Practice)**

### **Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

### **Ambition:**

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

### **Integrity:**

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

- Always acts in the best interests of children

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

- Any graduate or diploma in any discipline. (Administration or business management preferred).
- Excellent organizational and administrative skills
- Excellent writing and verbal communications skills both in English and Local language (Burmese); skills in Mon, Sgaw-Karen or Jingpawh language preferred.
- Ability to manage multiple teams' priorities and tasks.
- Exceptional customer service and flexible to interact with different team members from MEC and SCI MM.
- Motivated to learning
- Computer skills – Word, Excel PowerPoint and general web skills such as email, search engine etc.
- Fresh graduate with a growth mind-set and self-managed personality are mostly welcome to apply.

## **Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

## **Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

## **Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

## **Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

## **Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Interested and qualified candidates are requested to send an **Application Letter, Curriculum Vitae** to:

**Human Resources Department | Save the Children International|**  
 No. 126/A, 2<sup>nd</sup> Floor, Dhamazedi Road, Bahan Township, Yangon, Myanmar  
 Email: [recruitment.myanmar@savethechildren.org](mailto:recruitment.myanmar@savethechildren.org)  
**Not later than 5 P.M., 8 July 2020 (Wednesday).**

**Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.**

**For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.**