

Mangrove and Environment Rehabilitation-conservation Association (MERA)

Post Title	Administrative Assistant, MERA HQ Office
Employment Term	1 Year contract with possibility of extension
Duty station	MERA Office, Yangon with some visits to project sites as needed
Application Deadline	13 March 2026 (Friday), 23:59 Hour

Terms of Reference

Responsibilities:

Under the overall supervision of the Chief Executive Officer (CEO) and direct supervision of the Administrative Officer (AO), the Administrative Assistant (AA) is responsible for the following duties: -

1. To keep the records of MERA office correspondence and organize its filing system.
2. To create an inventory list of equipment and tools purchased by the MERA office and Projects and monitor how the facilities are used.
3. To assist AO in procurement and logistics as required by MERA office and projects
4. To assist AO in developing a database for the profile and contact of MERA and partners
5. To assist AO in communicating with all MERA members and other stakeholders
6. To maintain the MERA office for better working space and environment
7. To assist AO in holding meetings
8. To assist AO in producing report and IEC materials of MERA
9. To keep recording for the event profile of MERA
10. To perform the task as required and instructed by AO and CEO

Qualifications:

- a. Myanmar nationality, preferred age between 25 -40
- b. Bachelor's degree
- c. Working experiences of more than 1 year in similar work and responsibility is preferred
- d. Communicable in English (Working level for read, write and speak)
- e. Demonstrate proficiency in using the internet, Microsoft Word, Excel, and PowerPoint.