



SEH THEH FOUNDATION

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## Vacancy Announcement for Office Assistant

Seh Theh Foundation (STF) is a non-profit organization, established in 2013. It mainly helps underprivileged children, youth and marginalized communities including refugees and Internal Displaced persons (IDPs) through its education, development and humanitarian assistance programs. Collaborating with the local communities, STF ensure the accessibility of quality education in rural areas in Karenni State, Myanmar.

As STF is a local organization, STF is trying to promote MTB-MLE, local culture and tradition. Moreover, STF has been doing other educational activities such as, providing teacher training, distributing teaching and learning materials, supporting community teachers' stipends.

**Job Title:** Office Assistant

**Project:** System Strengthening

**Report to:** Admin Officer and Manager

**Duration:** Two-Years contract

**Employment Type:** Full Time

**Duty Station:** Karenni State & Thai-Karenni Border

**Application Deadline:** 27 May 2026

### Duties and Responsibilities

The Office Assistant is responsible for providing administrative and clerical support to ensure the efficient operation of the office. This role involves handling various office tasks, supporting team members, and maintaining a welcoming and organized office environment:

- Must fully attend monthly and quarterly meeting called by mother organization and monitoring and evaluation, planning and coordination meetings organized by partner organization.
- Organize and maintain office files, records, and documents.
- Enter and update information in databases, spreadsheets, and other electronic records.
- Maintain office supplies inventory by checking internal stock and ordering items as necessary.
- Keep the office clean and organized; coordinate with building maintenance when needed
- Arrange for repairs and maintenance of office equipment and facilities
- Assist with the preparation of meetings, including booking conference rooms and preparing materials.

- Prepare, edit, and distribute documents, including reports, Letter-in/out, and meeting minutes.
- Support other departments with specific projects and tasks assigned.
- Handling incoming and outgoing letters and handling confidential documents.
- Updating paperwork and maintaining documents.
- Helping organize and maintain office common areas.
- Managing filing systems and maintaining office equipment as needed.
- Be responsible for administrating both office and project owned property, including maintenance of office and facilities.
- Performing other tasks as required

### **Commitment and Requirements:**

- High school diploma or associate's degree.
- Experience as an office assistant or in a related field with 0-1 years of experience
- Ability to write clearly and help with word processing when necessary
- Must be able to speak at least one Karenni ethnic language, plus Burmese and intermediate English.
- Good interpersonal skills and maintain good relationships with all colleagues within the organization, partners and all relevant stakeholders.
- Commit to work for STF as written in the contract and staff are obliged to follow the termination policy in case of contract termination.
- Responsible to follow codes of conduct, policy, and the intentions of STF.
- Ability to work independently with minimum guidance from the supervisor.
- Must be able to work and collaborate with other staff in STF and other partner organizations. (Good team player.)
- Being flexible and ability to work under pressure to meet deadlines.
- Prioritize important tasks and manage time effectively.
- Must be computer literate. (Microsoft, typing, and etc.)
- Must be flexible with working hours based on work requirement.
- Willing to travel and stay overnight outside of the duty station.
- Ability to drive motorbikes (valid driving license-if possible)
- Aware of local and cultural norms and etiquettes
- Show respect to local beliefs and cultures.