Job Description “Team Assistant”

sequa

We are a non-profit subsidiary of Germany’s top business membership organisations as well as GIZ. In the field of international development cooperation, we implement programmes and projects funded both by public and private clients. Jointly with partners, we have successfully implemented more than 1,000 projects in more than 100 countries during the past 29 years.

The Project
PREVENT PLASTICS is a joint approach of sequa, STENUM Asia and the Myanmar Banks Association (MBA).

The overall objective of Prevent Plastics is to promote sustainable consumption and production patterns in Myanmar through raised awareness and best practices on waste management. The action has three specific objectives:

1. Adoption of sustainable waste management practices in four industrial zones
2. Increased availability of eco-friendly packaging and carrier bag alternatives in the market for producers and consumers
3. Increased consumer awareness on plastics reduction.

Function of the position

The Team Assistant is responsible for arranging and attending meetings with project partners and stakeholders. This will also include recording meeting minutes, receiving project documents and compiling summaries of events for the project’s website (in Myanmar language and, on occasion, in English).

The Team Assistant is also expected to perform various administrative tasks. These tasks include organizing project documents, creating schedules, creating responsibility lists for those who are involved in project activities, and compiling brief progress reports for management.

Responsibilities

- Coordinate and support the workshops and activities of Prevent Plastics’ implementing partners
- Assist the Project Coordinator on implementing activities and events
- Record meeting minutes
- Compile summaries of events
- Assist in managing the project’s website and newsletter, authoring content where necessary
- Support the Team Leader and Technical Experts with project documents and other duties

Qualifications and required experience

- Fluent in Myanmar and conversational level English
- Type Myanmar language
- Minimum of 1 year professional office work experience
- Experience with Microsoft Excel, Word, PowerPoint and similar programs
- University degree
- Good communications skills and a friendly approach

Optional additional qualifications and experience

- Social media skills
- Interested in environmental protection and waste reduction

Direct supervisor is the Project Coordinator.

Start date: 01 July 2020

Position type: Contract until 30 April, 2024

Salary: Competitive salary and benefits based on experience and qualifications.
Please email a copy of your CV and a cover letter explaining your interest in the position to Prevent Plastics Team Leader, Denis Schaefer: denis.schaefer@sequa.de

Application Deadline is 19 June 2020