



## Athan – Freedom of Expression Activist Organization Vacancy Announcement

**Position** : Administrative Assistant  
**Report to** : Administrative and Finance Officer  
**Application Deadline** : January 12, 2024  
**Starting Date** : February 1, 2024  
**Duration** : 3 months probation (contract period will be extendable)

### Organizational Background

Athan - a non-profit organization for the Freedom of Expression Movement in Myanmar, was founded by youth activists on 15th January 2018 and intends to ensure the right to freedom of expression to practice in society.

Athan, a research-based organization, was established by combining two organizations (RTTL) Research Team for Telecommunications Laws and (WSJ) We Support Journalists in promoting Freedom of Expression with three core approaches - research, advocacy, and awareness-raising. Our organization continuously researches and investigates laws, customs, regulations, and case studies that oppress freedom of expression and works on legal reform according to democracy standards, campaigns, and lobbying to achieve a broader level of freedom of expression in respective country categories based on our research and investigation.

### Purpose of the Position

Athan is seeking a dedicated team member for the administrative position under the guidance of the Administrative and Finance Officer. This position must support Athan's office and administration in implementing the necessities of the office so that staff members can finish their daily work schedules and other activities. To maintain and organize office supplies and equipment and record all logistical details, the position necessitates excellent interpersonal skills and the capability to work alongside diverse communities and teams. To succeed, the candidate must comprehend human rights issues and respect other genders, human rights, and Athan's core values.

### Scope of Work (Responsibilities)

- Monthly planning meetings with the team to agree on logistical matters relating to program activities.
- Provide and assist with meetings, conferences, seminars, workshops, trainings, events, or campaigns organized by Athan.
- Develop a list of regular suppliers and maintain up-to-date.
- Purchase of office equipment and activity materials regularly.
- Assist with the payment process for internal and external.
- Assist in maintaining and repairing the office building and equipment,



- Check appropriate local purchase payment receipts for the office (e.g., equipment, furniture, stationery, utilities, etc.)
- Check and inform for repair/maintenance service of the office building and equipment.
- Announce the office holidays, record leave, and update the timesheet of staff members and other relevant information that must be regularly informed.
- Maintain and control assets, inventory, and other materials, ensuring correct recording, distribution, and well-functioning.
- Cooperate in the procurement process with the related supervisor.
- Make the necessary arrangements for the interview process and contract signing of new staff, and ensure all the related details are in place.
- Arrange the staff meetings and other organization-related meetings.
- Monitor office policies and guidelines, report on disciplinary problems/issues, and report to the supervisor.
- Ensure effective incoming and outgoing communication and recorded systems.
- Ensure full compliance with organizational policies and procedures.
- Ensure full compliance with procurement policies and procedures and take the role of compiling three bid quotations from suppliers for each service or good procurement process. (Depends on the situation)

### **Qualifications and Experiences**

- At least one year of relevant work experience.
- Commitment to Athan's approach and values.
- Excellent attention to detail.
- Ability to demonstrate flexibility in working with the team and local community.
- Moderate understanding of Thai Language in reading, speaking, and writing skills.
- Ability to ensure a safe working environment.

If you are interested in working with us, please send us a **cover letter explaining why this position is suitable with you and your experience along with your current CV/Resume**. Please send your application to [info@athanmm.org](mailto:info@athanmm.org). Only short-listed applicants will be contacted for the interview. **All application will be treated with strict confidentiality.**