



မြန်မာနိုင်ငံမသန်ခွမ်းသူများရေ့ဆောင်အဖွဲ့ Myanmar Independent Living Initiative, MILI

အမှတ်(၁၇/၁၉)၊ သာယာအေးလမ်း၊ (၃)ရပ်ကွက်၊
သပိုင်း၊ မရမ်းကုန်းမြို့နယ်၊ ရန်ကုန်မြို့။
ဖုန်း - ၀၁-၉၆၆၉၁၃၃၊ ဖက်စ် - ၀၁-၆၆၁၉၆၉

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Website : www.mili.org.mm

Facebook Page : Myanmar Independent Living Initiative

VACANCY ANNOUNCEMENT

Organizational Background

Myanmar Independent Living Initiative – MILI (Registration No. 1/Internal/0651) is a non-government organization led by disabled persons run for persons with disabilities (PWDs) and has been working for equal rights, inclusion and independent living of people with multiple types of disabilities in Myanmar. The head quarter is based in Yangon and its' 28 local branches are operating in 10 regions and states of the country. MILI works for the areas of disability inclusive elections and political participation, disability inclusive business, disability inclusive education, disability inclusive employment, disability inclusive arts, disability inclusive disaster risk reduction and disability inclusive development. MILI also supports for capacity development of disability organizations and mainstreaming disability in development agenda of non-government organizations.

We are currently inviting motivated and talented individuals to apply for **Cashier's** position based in Yangon. The project name is Making PWDs Agents of Change through MILI (MAM Project). Please see the following detailed information.

Position	: Cashier (1 Post)
Job type	: Full time
Report to	: Finance Manager
Duty Station	: Yangon
Contract Duration	: One year (extendable)
Issue Date	: 11. 4. 2019
Application Deadline	: 22. 4. 2019

Major Roles and Responsibilities

- Assist accountant, senior accountant and finance manager in financial transaction related to the project
- Issue cash, checks and bank transfer for project expenses as per request staff and project focal persons
- Entry cash book and bank book as computer soft file and manual cash book and bank book as hard-file
- Count money in cash drawers at the beginning of the day to ensure that amounts are correct and count at the end of the day

- Ensure quality of receipts and vouchers and that all documents are valid, accurate and complete in the organization rules and regulation as well as accounting procedures
- Check and prepare staff salary pay slips, staff income tax, staff saving, staff loan system and pay staff monthly salary payment
- Thoroughly check the cash request form for amount, coding, approval before payment
- Check cash box inventories and bank reconciliations
- Support of the financials reports as required
- Perform other works as assigned by the line manager

Qualifications and Skills Required

- Hold Degree/Diploma in Accounting or any other relevant education
- At least 2 years of experience in Cashier/Accounting sector
- Computer skill (MS Word, Power point), especially MS Excel
- Ability to work and achieve targeted goals in timely manner
- Must have good communication skills, team spirit, reporting skill and facilitator skill
- Good experience and knowledge on disability issue
- Be able to travel to rural and remote areas
- Ability to meet deadlines and work under pressure

**** Persons with Disabilities are highly encouraged to apply.**

Interested and qualified candidates are invited to submit 1) Cover Letter, 2) Detail Curriculum Vitae including expected salary, 3) A recent Passport size photograph, 4) Contact Details and Two Referees addressed to the following contact **not later than 5 P.M., 22 April 2019 (Monday).**

Apply to : Saw Winter Loo
Administration and HR Manager
Myanmar Independent Living Initiative
No. 17, Tha-yar-aye Street, Quarter - 3, Thamine, Mayangone Township, Yangon
09-448000970

Email : sawwinterloo@gmail.com

(Only short listed candidates will be notified for personal interview.)