

## Vacancy Announcement

Ref: MAUK-VA-024/2018

<b>Post</b>	<b>HR Assistant</b>
<b>Location</b>	Sittwe
<b>Starting Date</b>	As soon as possible
<b>Duration</b>	One Year Extendable Contract (Probation Period 3 months)
<b>Report to</b>	HR Officer
<b>Vacancy Opening Date</b>	Aug 21, 2018
<b>Vacancy Closing Date</b>	Sep 4, 2018

MA-UK is an international non-profit non-governmental organization registered in Myanmar. We have been delivering aid to Myanmar since 2012. Our organization has been providing vital emergency assistance and long-term development projects to thousands of people in dire need of humanitarian assistance throughout Myanmar each year. Our areas of work include Education, Livelihood, WASH (Water, Sanitation & Hygiene), and Emergency Response.

### Purpose of the position

The HR Assistant will contribute with the administration of the day-to-day operations of the human resources functions and duties. The HR Assistant carries out responsibilities in a variety of personnel related administrative duties. HR Assistant will manage employee records, keep and update files, and prepare reports as needed.

### Job Description

- Assist staff recruitment process in collaboration with the Field Office Manager such as vacancy announcement, selection, interview, recruitment, service contract/appointment letter and program orientation
- Once the interview process is done completed all the recruitment documents are kept records and file.
- Assist and arrange orientation process for new employee in sub-office.
- Preparing new employee file with data.
- Ensure all the staff employment contracts are kept up to date in the personal file. In case, recruitment in sub-office follow up with the program team to collect required documentation.

- Ensure all HR related documents including personal files are keeping systemically both electronically and manual files according to the guideline
- Collect and review monthly timesheets and pay-slip from all staff and send to Yangon Office;
- Train new staff in completing timesheets in Sub-office
- Monitor daily attendance, monthly Time-sheet, leave request
- Ensure the staff daily attendance, time sheet and staff leave are completed for filling system
- Keep, monitor and updated staff leave for all staff to be in line with policy
- Maintain records and ensure confidentiality regarding personnel data including employment documentation, evaluations, exit interviews and other relevant information
- Collecting tax information and payroll information provide to HR Officer
- Effective support for training and events
- Undertake other related assignments as may be tasked by supervisor
- Make sure all the medical claim documents for corporate staff are kept record and filling up to date
- Perform any other duties assigned by line manager

### Essential Skills

- Bachelor Degree with HR Certificate.
- Minimum one year experiences in similar field at INGOs.
- Ability to work quickly and accurately under time pressure and tight deadlines
- Workable Communication skills in English
- Computer literate in MS Office ( Word, Excel), internet and email

**Application should be sent to [hr@mauk-myanmar.org](mailto:hr@mauk-myanmar.org)  
no later than 17:00PM, **Sep 4, 2018****

**Only shortlisted candidate will be contact, and inability to reply for phone queries.**

**Please mention Ref: VA Number for your apply position.**

Equal Opportunity &  
Diversity Employer