

**Vacancy Announcement**  
**Ref No: MAUK-VA-016/2022**

<b>Job Title:</b>	Human Resources Manager
<b>Department:</b>	Operations
<b>Location:</b>	Yangon
<b>Salary:</b>	1,800,000 MMK per month
<b>Reports to:</b>	Acting Country Director
<b>Line Management responsibility:</b>	Yes
<b>Budgetary Responsibility:</b>	Yes
<b>Vacancy Opening Date</b>	20th September 2022
<b>Vacancy Close Date</b>	4 <sup>th</sup> October 2022
<b>Child safeguarding level:</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>
<b>Job Purpose:</b>	<p>The HR Manager is responsible for providing a high calibre advisory and administrative support to the Country Office (CO) and sub offices in all areas of HR. The post holder will regularly review all the relevant policies, procedures and practices and ensuring that these are consistently updated and implemented to enable the CO to work in an effective manner and in compliance with local Labour Law. They will manage all employee relation issues and provide advice on any employment regulation implications and up-dates.</p>
<b>Key Accountabilities:</b>	<p><b>Strategic HRM</b></p> <ol style="list-style-type: none"> <li>Working in coordination with the Regional HR Advisor and CO management to identify HRM needs and challenges of the CO and develop strategies to address these in line with country priorities.</li> <li>Contribute to and implement CO strategy and, including the implementation of robust and cost-effective HRM systems that aid in the achievement of CO objectives.</li> <li>Use HR data appropriately to support management decision making in areas such as Workforce Planning, Staff Retention, Learning and Development, Compensation and Benefits and Talent Management, etc.</li> </ol> <p><b>Recruitment, Selection and Retention</b></p> <ol style="list-style-type: none"> <li>Working in close coordination with the line managers, proactively manage the entire recruitment process, ensuring that the Recruitment and Selection policy and procedure is followed, that line managers are provided with the right support and advice during the selection process and that the right candidates are recruited for the right roles.</li> <li>Participate in relevant interview panels and ensure consistency in the implementation of our Equality and Diversity policy.</li> </ol>

