

**Vacancy Announcement**  
**Ref No: MAUK-VA-024/2022**

<b>Job Title:</b>	HR Officer
<b>Department:</b>	HR
<b>Location:</b>	Yangon
<b>Salary:</b>	900,000 (Negotiable)
<b>Reports to:</b>	HR Manager
<b>Line Management responsibility:</b>	No
<b>Budgetary Responsibility:</b>	No
<b>Vacancy Opening Date</b>	14 <sup>th</sup> December 2022
<b>Vacancy Close Date</b>	28 <sup>th</sup> December 2022
<b>Child safeguarding level:</b>	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. 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.

**Job Purpose:**

The HR Officer will work in close coordination with line managers to provide a high calibre, customer focused human resource services in all areas of HR. HR Officer will assist the Head of Operations in the implementation of Global HR initiatives and practices, and the administration of staff recruitment, new employee orientation, learning and development, follow up on performance management, leaves tracking, exit management, and staff compensation and benefits. They will handle front-line staff inquiries, promote a positive work culture, minimize HR related risks, and ensure economy and efficiency of work processes.

**Key Accountabilities:**

- Ensure compliance of all policies, procedures, legal and regulatory requirements for self and promote for others.
- Updating staff database, staff directory, staff strength and staff personal files.
- Preparing timesheet format, salary allocation and share to all staff.
- Collecting Timesheet, leave checking and keep record systematically.
- Prepare payroll and pay slip - calculate tax, benefits, any deduction accordingly.
- Coordinate and support objectives setting of all staff and assessment for probation and annual objectives. And keep all the record systematically in filing systems.
- Assist HR Manager for preparation of contract and extension in line with organization's policy and project availability.
- Ensure to apply/substitute life insurance for new staff and the claiming process for the staff when needed.

