

- Assisting line manager in documents preparation for AUDIT.
- Ensure all HR records are maintained, updated, and stored appropriately in line with MA-UK Myanmar document management and IT policies.
- Support in all HR functions such as recruitment, interview, induction, objective settings and appraisal, training/capacity building, exit management and others.
- Any other duties commensurate with the accountabilities of the post.

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Educated to degree level in the field of Human Resources or Business Administration or any other relevant subject or demonstrable equivalent experience	Essential	Application
Fluent in written and spoken English and Myanmar with excellent interpersonal and communication skills	Essential	Application
Experience & Knowledge:		
Strong experience in a similar Human Resources role in the not-for-profit sector	Essential	Application and Interview
Solid experience of providing HR advice and orientation on HR policies and procedures	Essential	Application and Interview
A track record of capacity building, and promoting learning and development activities, including delivering training and coaching to staff in relevant areas	Essential	Application and Interview
Experience in managing resources and external relationships with a range of people and organizations.	Essential	Application and Interview
Knowledge appreciation of Myanmar in terms of its political, economic and social trends plus a good understanding of the key development and humanitarian issues in the region	Essential	Application and Interview
Knowledge of Myanmar Labor Law	Essential	Application and Interview

