

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

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



- 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



Skills & Abilities:		
IT literate with demonstrable knowledge of Microsoft Outlook, Word, Excel and PowerPoint	Essential	Application and Interview
Good networking, influencing and negotiation skills.	Essential	Application and Interview
Good problem-solving skills and resourcefulness, with the willingness to deal with problems as they arise.	Essential	Application and Interview
Good analytical skills and meticulous attention to detail with high degree of accuracy	Essential	Application and Interview
Ability to work in a systematic and methodical manner	Essential	Application and Interview
Ability to work with minimal supervision on your own initiative as well as part of a diverse team.	Essential	Application and Interview
Ability to maintain confidentiality	Essential	Application and Interview
Commitments:		
Commitment to MA-UK's mission, visions and values	Essential	Application and Interview
Commitment to MA-UK's ethos	Essential	Application and Interview
Commitment to equality of opportunity and diversity	Essential	Application and Interview
Commitment to MA-UK's Child and Vulnerable Adults Policy and Procedure	Essential	Application and Interview

HOW TO APPLY

Submit your cover letter and resume/CV to following link:

<https://www.mauk-myanmar.org/careers/>

Application will be accepted until **28th December 2022**

We will contact who meet our Requirements.

MA-UK Myanmar promotes diversity in the workplace. We believe in equal employment opportunities for all regardless of gender, faith, race, sexual orientation and disability.

