



Community Action. Leveraging Services.

VACANCY ANNOUNCEMENT # 041- 2025

24 June 2025

Lan Pya Kyel Association (“LPK”) is a non-profit, non-political and non-sectarian organization. It is local organization in Myanmar. LPK is currently providing full comprehensive package of HIV prevention and treatment to vulnerable populations particularly, sex workers and men who have sex with men and Transgender Women. Organization has been implementing HIV and related programs throughout the country for the past 20 years with the name of “TOP”. Lan Pya Kyel is now inviting applications to fill the following position:

Job Title	:	HR Officer
Office	:	Lan Pya Kyel Headquarter (Yangon)
Report to	:	Senior HR Officer
Contract Term	:	Fixed term contract based on project period

JOB SUMMARY:

The HR Officer is responsible for supporting HR operations including recruitment, onboarding, administration, documentation and compliance in alignment with organizational policies and local labor laws. The HR Officer will work under supervision of Sr. HR officer and provide day-to-day support to the Senior HR Officer in delivering a high-quality, efficient and compliant HR function.

DUTIES & RESPONSIBILITIES:

1. Recruitment and Onboarding

- Assist in the recruitment process including posting announcement, shortlist, interviews and reference checks.
- Ensure the new staffs have received the induction timely and to schedule the suitable time in collaboration with other departments.
- Prepare the contract, compliance paper, amendment and HR related documents and submit in a timely manner.
- Liaise with other unit and hiring manager to update the recruitment process and get necessary support for smooth process.
- Participate in the recruitment process of Field offices and Coordination office as needed and ensure it is in line with procedures.
- Track probation periods, contract expirations, extension, termination and keep follow up with respective focal to ensure the necessary documents and process are completed timely.
- Maintain an updated recruitment tracker, HR database and up to date Personnel files.

2. HR Policies, Compliance and Training

- Lead to conduct a training and regular sharing session about HR policies and procedures to all staffs.
- Assist the Senior HR Officer in review process of staff compliance with labor laws and internal HR policies.
- Ensure all staffs are followed to the policies and compliance and report to supervisor if any suspected.
- Provide guidance in terms of HR in discussion about the compliance for complaints.
- Organize regular meeting/training for sharing the new procedures and updated policies based on the change of existing HR manual.



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3. Staff Training and development

- Involved in designing and delivering training programs to employees.
- Organize the training internally or share with relevant staffs member the training opportunity from other partners, donors and consultant.
- Keep track and follow up the training record and share with management regularly.
- Develop the training plan and schedules based on the needs of staff person in collaboration with respective unit.

4. Performance Management

- Initiate the process per annual schedule and remind to all units to start performance evaluations in line with procedures and ensure it is complete timely.
- Assist in conducting performance management processes, including goal setting, performance appraisals, and feedback mechanisms, to identify learning and development.

5. Payroll and Benefits Management

- Ensure the leave entitlement, taken by staffs, accuracy and calculation of leave benefit are in line with policies and up to date in the leave report monthly basis.
- Assist in preparing the weekly and monthly staff benefit tracker based on the changes or new staffs and submit it to supervisor in a timely manner.
- Conduct regular review of benefit policies from labour law and other partners and initiate the updating process in consultation with supervisor.
- Oversee employee benefits programs, such as health insurance, retirement plans, and leave policies. Serve as focal for taking the health/life insurance plan and coordinate with the service provider.
- Assist in conducting salary surveys and make recommendations for salary adjustments.

6. HR Administration and Reporting

- Maintain HR records, filing and all personnel related documents in each staff personnel file, ensure those are up to date and keep the data and information confidentiality.
- Ensure accurate and timely filing of all HR-related documentation both hardcopy and electronic copy in the shared drive.
- Assist in preparation of HR filing to provide HR-related support during internal, external and donor audits.
- Prepare weekly, monthly and annual HR report with the support of supervisor and ensure the timely completion.
- Submit the ad-hoc report and database in a timely manner upon request.
- Participate in HR meetings, trainings, and workshops organized by internal or external and provide necessary advice of HR compliance.
- Create a positive, inclusive, and productive atmosphere for all employees.
- Perform other duties as assigned by the supervisor.



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QUALIFICATIONS

- Must have a Bachelor degree plus a diploma in Human Resources management or a holder of Master degree in Business Administration or Public Administration is preferable.
- Five years of progressive HR experiences in relevant role and as HR professional, with at least two years in a supervisory role.
- Knowledge of labour law, HR best practices, experience in organizational development and training.
- Good organization and flexibility about work and time schedule.
- Strong analytical, problem-solving, and decision-making skills.
- Good communication skills in English.
- Excellent communication, negotiation, and presentation.
- Motivation, dynamism and positive mind are required to contribute to the LPK project's objective.
- Team work and team spirit with strong motivation to work for community
- High ethical standards and a commitment to confidentiality.

If you are interested in the position to apply, please submit your Application Letter, Curriculum Vitae, and three referees including your last employer through the link below or send to the following address not later than **08 July 2025 (Tuesday)**.

Lan Pya Kyel Office: No. (215-A), Set Hmu 3rd Street, Myittar Nyunt Ward, Tarmwe Township, Yangon
09 969906289, 09 250168734

Apply Link : https://smrtr.io/r_DZ5

Only short-listed candidates will be invited for relevant tests and/or personal interviews.

At Lan Pya Kyel, we believe in the value of diversity and are proud to be an equal opportunity employer. We invite applications from individuals of all backgrounds and experiences, including those of any race, ethnicity, religion, age, gender, sexual orientation, or disability. Lan Pya Kyel is committed to maintaining a workplace free from fraud, corruption, sexual exploitation, harassment, and abuse. Our employees are expected to adhere to the highest standards of integrity and professionalism, as outlined in the Code of Conduct.

“Lan Pya Kyel internal staff are encouraged to apply, and will be given equal treatment to external candidates”