



VACANCY ANNOUNCEMENT (Number - 054)

Position Title	:	Human Resources Officer
Report To	:	Deputy Head of Program Support, Support Services Department
Duty Station	:	Yankin Township, Yangon
Contract Type	:	6 months contract with 3 months' probation
Project Duration	:	1st July 2025 to 31st December 2025
Application closing date	:	4th July 2025

Myanmar Positive Group (MPG) is the largest National Network of People Living with HIV (PLHIV) in Myanmar registered as a local community-led, non-profit, community-based organization affiliated with over one hundred and sixty Self-Help Groups across Myanmar to work for PLHIV individuals, Key affected Populations (KPs) and their families over the past nineteen years since our foundation in 2005.

Our mission is to represent and serve our community through sustainable community-led intervention strategies that address the needs and concerns of PLHIV and KPs with primary focus on the area of 1) Capacity Building, 2) Networking, 3) Representation, 4) Reduction of Stigma and Discriminations, 5) HIV Service Provision including Emergency Response activities and, 6) Advocacy and Building of Strong Partnership and collaboration with different Key Stakeholders in National AIDS Responses, various global and regional networks under the Leadership of Elected Area PLHIV Representatives from all the States and Regions of Myanmar as its Board of Representatives and Guidance of MPG Advisory Committee through its Secretariat Office and Head Office in Yangon, twelve field operations offices across the country.

During MPG's 2025–2027 Strategic Plan period, with the support of various donors and funding partners, MPG aims to implement community-led health programs in the designated townships. These programs will focus on HIV prevention, care and support, human rights, legal assistance, and emergency response services for natural disasters, specifically targeting people living with HIV and key affected populations. Therefore, MPG invites qualified and motivated individuals to apply for the vacant positions to contribute to the successful implementation of these initiatives.

JOB PURPOSE

The **Human Resources Officer** plays a critical role in managing, facilitating, and supporting the core functions of the Human Resources Unit within the Support Services Department at Myanmar Positive Group (MPG). This position is



responsible for implementing HR strategies and policies that enhance the organization's capacity, ensure operational effectiveness, and foster an ethical, mission-aligned workplace environment.

ROLE & RESPONSIBILITIES

HUMAN RESOURCES UNIT MANAGEMENT

- Operate HR functions under the guidance of the Deputy Head of Program Support, contributing to the design and implementation of HR strategies and policies that align with MPG's mission and values.
- Ensure recruitment processes are timely, inclusive, and attract high-potential candidates through various channels, including social media.
- Ensure timely implementation of performance management systems as per policy.
- Foster a positive workplace culture aligned with MPG's Vision, Mission, and Core Values.
- Plan and review the annual HR budget in coordination with the Finance Department and ensure expenditures are within approved allocations.
- Coordinate and communicate HR matters with area and field offices as required.

RECRUITMENT & SELECTION

- Identify resource needs and manage recruitment procedures, including vacancy announcements, interview planning, assessment facilitation, and contract preparation.
- Oversee recruitment of all categories—staff, consultants, interns, and volunteers—in line with HR policies and procedures.
- Manage vacancy advertisements, screen applications, check references, extend job offers, and finalize contracts in coordination with hiring managers.
- Prepare and maintain an interview planner for recruitment tracking.
- Support recruitment efforts for emergency response operations.
- Perform other duties as assigned by the supervisor.

STAFF COMPENSATION, PAYROLL & TAX MANAGEMENT

- Administer timesheet and attendance systems, leave records, and staff announcement letters in compliance with HR policies.
- Ensure accurate and confidential maintenance of all personnel files and related documentation.
- Manage calculations and processes for employee benefits, insurance, and claims.
- Coordinate with Finance to process monthly payroll, tax submissions, and staff compensation packages, including health insurance.
- Ensure and lead the online tax payment process in a timely and accurate manner.



STAFF CAPACITY DEVELOPMENT

- Coach and provide technical HR support to relevant departments to improve HR-related operations and staff performance.
- Organize orientation programs and support monthly staff development meetings, ensuring accurate minutes and follow-up.
- Lead development of motivational and retention initiatives to attract and retain talent.
- Review and provide inputs for internal capacity development plans.
- Ensure HR services are effectively aligned to support program implementation and community service.

COMPLIANCE, DOCUMENTATION & REPORTING

- Ensure HR records, personnel files, and benefits documentation are compliant and up to date.
- Maintain audit standards and ensure compliance with all labor laws and organizational policies.
- Conduct office visits for compliance monitoring and technical support to field-based HR staff.
- Act as the HR focal person on investigation committees related to fraud, misconduct, or staff disputes.
- Coordinate with auditors by preparing required documents and representing the HR Unit during reviews.
- Ensure compliance with donor policies including child safeguarding, health and safety, equal opportunity, and safer recruitment guidelines.
- Submit timely and high-quality monthly and quarterly reports to relevant department heads and follow up on action items.

SUPERVISION & PERFORMANCE EVALUATION

- Mentor and supervise program staff within the department.
- Conduct regular performance evaluations in accordance with MPG HR policies and track staff progress against KPIs.
- Provide coaching and support to build team capacity and accountability.

SKILLS AND EXPERIENCES NEEDED

- Hold a Bachelor Degree in Business Administration, Organizational Development, Management, Legal backgrounds or with HR related Diploma or Certificate or Master's degree an advantage
- Has three years or equivalent proven experiences in Human Resources management
- Has Good understanding of Local Labor Laws
- Ability to manage and have good knowledge on HR software is preferable
- Ability to efficiently use Information Technology and communicate in verbal and written English with excellence knowledge and understanding of business communications
- Must have strong knowledge of HR and Payroll systems Skill on talent management framework



ESSENTIAL SKILLS REQUIRED

- Maintain Confidentiality, Trustworthiness, Attention to Detail and Accuracy, Problem Solving ability, Decision-Making Skill, Planning & Organizing Skills, Self-motivated, Creative,
- Ability to work under stressful conditions, Excellent Time Management, Multitasking Skills
- Strong Negotiation Skills, Ability to work in multi-cultural environment with High level of integrity with in depth knowledge of vulnerable community particularly PLHIV and HIV affected communities

OUR COMMITMENTS FOR SAFEGUARDING AND INCLUSIVE WORK ENVIRONMENTS

- MPG is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, color, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Members of Key Affected Populations by HIV – MSM, SW, PWID and LGBTQIA + and People Living with HIV are strongly encouraged to apply for this position.
- MPG has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries and violation of Safeguarding framework including Child Protection and Gender Based Violence. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours).

TERMS AND CONDITIONS

- Incomplete applications and applications received after the closing date will not be considered.
- Only shortlisted candidates will be contacted for the next stage of the selection process.
- MPG reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- For internal applicants, you must complete a few mandatory courses relevant to the post in your own time, before application. Refreshers or new mandatory courses may be required during your contract. Please note that you will not receive any compensation for taking courses and refreshers. For more information, please contact HR Department.
- All MPG employees and volunteers are responsible for performing their duties in accordance with the MPG Articles of Association and MPG Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the international humanitarian standards in a manner consistent with MPG core values and the MPG Strategic Directions.
- It is the policy of MPG to conduct background checks on all potential applicants, and recruitment in MPG will be based on the results and satisfactory references.
- MPG has the right to cancel or defer the recruitment process at any stage, including after completion of the employment contractual agreement, if it is impacted by donor funding constraints or decisions that are beyond its control.
- By applying, the job applicant acknowledges that they understand these recruitment procedures.



Interested candidates are requested to enter the below link or scan the QR code by filling necessary information for the application submission as soon as possible.

[Click Here for Job Application Submission for this position!](#)



Myanmar Positive Group, Head Office

No 3/16, Kantkawmyaing 1st Street, 8 Ward, Yankin Township, Yangon Region, Myanmar.

For detailed information, please contact recruitment@myanmarpositivegroup.org OR (HP + 95 9 7656 39775, + 95 9 76 9160 430) within Office hours (Monday to Friday).

We invite you to learn more about MPG and our programs by visiting www.myanmarpositivegroup.org.