JOB VACANCY

SOLIDARITES INTERNATIONAL launches the external recruitment of a Deputy HR Coordinator (Recruitment and Career Development) based in Yangon, with a desired start date of May 2024.

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI’s interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI’s teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will ever ask for any remuneration to take part in a recruitment process.

ABOUT MYANMAR MISSION

Solidarités International (SI) is operating in Myanmar since May 2008. SI’s current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through an improved access to water, sanitation and hygiene as well as food security and livelihood activities.

Position: Deputy HR Coordinator (Recruitment and Career Development)

Desired Start date: May 2024
Contract duration: 8 Months with possible extension.
Probation Period: 3 Months
Location: Yangon

MISSION / OBJECTIVES

The Deputy HR Coordinator (Recruitment and Career Development) supports the HR Coordinator in defining and implementing the national HR policy. He/she guarantees the correct implementation of HR and relevant SI policies on the mission. He/she ensures legal and administrative support to HR/administrators for all National HR related matters. He/she actively participates in implementing training and development programs for national employees.

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No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar.
Implementation of the national HR policy

- Take part in the development of the national HR policies
- Participate in defining and monitoring the implementation of HR policies
- Evaluate risks linked to changes in social policy
- Propose improvements to employee working conditions
- When necessary, participate in the Salary Grid review (benchmark...)
- Continuously ensure coherence between SI HR policies and national laws
- Support in developing of yearly SI public holiday policy
- Ensure that HR procedures are respected and understood at mission level.
- Support HR Coordinator for the legal review

Recruitment Management at Mission Level

- Ensure appropriateness and coherence between mission job descriptions and SI standard Job Descriptions
- Ensure the SI functions Grid is applied on the mission and the recruitment process respected.
- Supervise the administrative management of personnel recruitment and hiring.
- Make sure the standard Job Description is applied at mission level.
- Review Job Descriptions and request the validation from HQ if needed.
- Improve and monitor the recruitment process at mission level in collaboration with HR Co
- Facilitate the Job Vacancy announcement according to the diffusion strategy decided by her/his line manager,
- Lead the recruitment process at mission level according to the SI standard Recruitment framework.
- Regular update and coordinate the recruitment process with the recruiter’s department.
- Make sure all necessary documents of the selection process are well archived according to Standard Recruitment Framework and make sure to respect SI Recruitment framework.
- Ensure all new staff in SI C2&C3 are registered for the monthly PAD at HQ.
- Make sure that the induction process, procedures, and tools, are adapted to the Mission’s context and ensure its proper implementation for all newly recruited/arrived staff.
- Organize the HR briefing for SI employees when needed.
- Make sure that HR teams and recruiters are well trained the recruitment process and procedure.

Performance Management at Mission Level

- Ensure a proper implementation of SI Performance Management Policy within the mission.
- Monitor and follow up annual performance reviews.
- Participate in implementing staff promotions according to SI Standard performance framework.
- Participate in the implementation of career planning and the management of staff mobility.
- Regular performance management session within the mission (HR teams and SI Colleagues)

Training and Capacity Building Strategy at Mission Level

- Coordinate with Base HR responsible person to consolidate the annual training plan to have one global mission annual training plan.
- Put in place an annual training program, supervise its implementation, and monitor its impact
- Support do identify the training centers that could develop online training for the employees within the mission
- Proper follow up the mission training budget plan with the base responsible person
- Update the training budget follow up in the monthly basis and coordinate the training budget follow up with finance department.
- Liaise with logistics department for the service contract management to respect the logistics procedure
- Liaise and support the logistics department for the rental process of training venue (the training and workshops) if necessary.
- Develop databases for training centers/resources (in–person and online), translation service providers, legal consultants, and psychological support available locally
- Make the annual action plan for the refreshment session and provide the awareness session on Recruitment and Performance Management.
- Make a proper plan to make the capacity assessment for partnership and capacity training plan for the partnership.
- Provide the awareness session of Safeguarding training_PSEAH with the support of CRT Co.
- Ensure open communication with national employees and play an active role for social dialogue.

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• Support HR Co in putting in place all capacity building mechanisms (Coaching, Mentoring, Peer to Peer etc.)

**Administrative management of the mission**
• Support HR Co for the service contract management in the dealing with logistics department such as lawyer, PSS providers, training center.
• Keep informed of all documents and developments associated with employment law, employment in general, and staff training.
• Supervise Admin Officer to ensure completeness of the recruitment process, performance appraisal, and training plan.
• Supervise Admin Officer to ensure the accommodation and transportation regarding the training and workshop.
• Supervise Admin Officer to ensure the payment process of training, accommodation, transportation, PD payment regarding the training and workshop.
• Ensure all HR policies and HR documents are translated and liaise the translation process with the logistics department if necessary.
• Consolidate and update the mission organization chart and the target organigram.
• Support HR Co working in the target organization chart.
• Ensure minimum staffing levels for the administrative service during periods of absence (vacation, illness...)

**Reporting/Communication/ Representation**
• Assist the administrative coordinator with creating operational proposals and with drawing up financial reports
• Establish and maintain relationships with the administrative authorities at a national level
• Lead producing a monthly staff profile, translation and dissemination
• Participate in HR – Administration Coordination meetings and represented SI upon request.

**ORG CHART POSITION (reporting and functional relationships)**
Line manager: HR Coordinator
Functional Report(s): Base HR/Admin Managers

**PROFILE FORSAKEN**

**Studies:**
• University Degree
• Diploma in HR Management

**Experience:**
• Previous experience: Minimum 3 years’ experience in HR at Management Level
• Previous experience in Team Management is an advantage

**Skills:**
• Experience in adapting/ reviewing HR policies.
• Ability to work in several countries’ contexts.
• Ability to provide remote technical support.
• Ability to work under pressure and to prioritize.
• Solid Organizational/ initiative/ Communication
• Good in reporting and coordination

**Language:**
• Fluent English mandatory

**IT:**
• Good command of Excel, Word, and PowerPoint
SI WILL OFFER YOU

Salary: 1,133 USD
Social benefits: SI Medical coverage, 12 days of Annual leaves, 5 days of Seniority leaves, Public Holidays per year, yearly-ended bonus.

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL office at No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar.
or by email to mya.recruitment@solidarites-myanmar.org

Deadline for submitting applications: 13th March 2024 (Not later than 5:00 PM)

Important to be considered, the position you want to apply for has to be specified on the envelope or as subject of your e-mail.

Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date.

Only short-listed candidates will be notified.

Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud. Solidarites International expects full commitment of its employees with SI Charter, Code of Conduct including PSEA policy.