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**VACANCY ANNOUNCEMENT**

Mon National College is seeking applications from dynamic and highly motivated applicants for the following vacant positions.

Position Title : **Human Resources Officer (HR)**

Duty Station : **Mon National College, Nyi Sar, Bee Ree Area, Mon State, Myanmar**

Number of Position :**1**

Duration : **July 2025 to May 2026**

Report to : **Vice-Chancellor of Operations**

Closing date : **4th July 2025**

**Background**

Mon National College (MNC) is part of higher education programs for Mon Youths and students in southern Myanmar. The college is established with the support of Mon communities, parents, and local individuals who are interested in community-based education. The college is also established with the demand of local youths who cannot attend higher education in major cities due to cost and accessibility. Local Mon parents have been demanding closer and better education programs in the local for the local and to the local. Mon language-speaking teachers and other external teachers are pleased that they can teach in the local areas where students are well supported. External teachers are pleased that they can teach in the local areas where students are well supported in terms of accommodation and welfare. The college is operated self-funded by the Mon people and community with partial funds from other charities.

Mon National College is a hub of learning for post-high school level, vocational training, and higher education by using national and international education resources. Students at Mon National High School will be transformed to Mon National College to complete post-high school education qualifications and achievements. Students are selected and accepted for entry comprised of assessments based on their areas of learning. Mon National Education Committee (MNEC) is a learning body for the sustainability of the college until it is fully functional by itself.

**Job Summary**

The Human Resources (HR) professional is responsible for supporting and managing various HR functions within an organization. Key duties include developing and implementing HR policies, recruiting and onboarding new employees, maintaining personnel records, and ensuring compliance with labor laws and company policies. The HR professional also manages employee relations, administers compensation and benefits programs, and coordinates training and development initiatives. Strong communication, organizational, and interpersonal skills are essential, as the HR professional acts as a bridge between management and staff to foster a positive and productive workplace environment.

**Duties and Responsibilities**

* Developments, updates, recommendations, implements, and documents human resources policies and procedures
* Maintains and updates job requirements and job descriptions for all staff and instructors
* Assists with the recruitment and selection process
* Conducts staff orientations and exit interviews
* Maintains the employee compensation and benefits
* Assists in conducting the annual staff performance reviews
* Develops and implements counseling and disciplining policies and procedures in consultation with the Vice Chancellor of Operations.
* Manages employee relations and grievance procedures
* Maintains employee personnel files
* Development and management employees need assessment and capacity development training with the Vice Chancellor of Operations
* Develop and implement procurement policies and activities
* Performs related duties as assigned

**Education Qualifications, Experiences and Skills:**

* Proven human resources management experience.
* Good written and spoken skills in English and Burmese.
* Fluent Mon is preferred.
* Ability to work with a team.
* Strong communication and interpersonal relations skills.
* A bachelor’s degree in business or other related fields is preferred.

**Application:**

* Please send your application letter and CV (with two contacts for reference), [ongdainnai.mnc@gmail.com](mailto:ongdainnai.mnc@gmail.com)