

HR Specialist – Myanmar

Background

SoCha intends to submit a proposal to provide the clients with monitoring, evaluation, and learning (MEL) expertise, as well as training services, to strengthen the ability of the client to monitor and learn from its activities.

This activity has three primary objectives:

1. Improve the client's capacity to design, implement, and monitor strategy.
2. Increase the effectiveness of the client's evaluations and assessments.
3. Improve learning capacity throughout the program cycle.

*** Only suitably experienced Burmese citizens and residents are encouraged to apply **

Scope of Work

SoCha is seeking a full-time, qualified Human Resources (HR) Specialist to support the project. The position will be based in Yangon. This position is responsible for all HR matters in the Yangon office, including providing logistics, administration, and operations support. This position is contingent upon award. Responsibilities will include:

- Manage all aspects of recruitment—advertising, reviewing and short-listing applications, scheduling and participating in interviews, checking references, gathering all necessary documents, and ensuring they are accurate and complete, and preparing and presenting offers.
- Ensure that all short-term and long-term recruitment documentation is complete and saved in appropriate systems folders.
- Prepare Independent Consultant Agreements and Employment Agreements, collect complete and accurate supporting documentation, monitor the level of effort, and distribute monthly contracts tracker.

- Manage staff on-boarding to ensure set-up of necessary equipment, systems, and other needs are in place upon contract start date and oversee the orientation of newly hired long-term staff.
- Ensure that all staff adhere to SoCha timekeeping and leave policies, and monitor staff leave balances.
- Draft the Local Employee Compensation Plan and Employee Manual as required by regulations and local labor law.
- Oversee all aspects of national and regional personnel performance and professional development tasks—goal setting, regular evaluation, and end-of-year assessments.
- Contribute to the procurement of health insurance, ensure that all staff are enrolled in project insurance policies, and serve as a point of contact for any ongoing communication with providers.

Minimum Qualifications and Experience

- Bachelor's degree in business administration, management, or another relevant field. Master's Degree preferred.
- At least five (5) years of relevant working experience managing human resources on international projects.
- Excellent writing, computer, and organizational skills.
- Proven ability to work closely with a variety of project stakeholders including local senior and support staff, home office staff, consultants, vendors, and subcontractors to work collaboratively to solve administrative and operational problems as they arise.
- Proficient in English, both written and spoken.
- Familiar with local labor laws.

Location

Yangon, Myanmar

How to Apply

To submit your application, kindly provide your CV via the following link:

<https://jobs.socha.net/hr-specialist-myanmar/04/19/2024/>

Position will remain open until a suitable candidate has been identified.