



# Job Vacancy Announcement Action Contre La Faim-Myanmar JVR202407

**HUMAN RESOURCES Officer**

**Sittwe**

**Duration: 7 months with possible extension**

**Starting Date: As soon as possible**

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

## **GENERAL ASSIGNMENT:**

Assist in the recruitment process, office administrative tasks and trainings

## **TASKS & RESPONSIBILITIES**

### **Objective 1: Ensure the administrative Human Resources of the base's are carried out**

- Maintain a comprehensive list of contract end dates for base employees and promptly provide
- Information to the HR Manager.
- Handle daily administrative tasks for staff in the assigned area, including managing per diem, processing medical refunds, and handling leave requests, and addressing other staff-related requirements.
- Manage and organize HR personal files, ensuring both digital and physical records are maintained in accordance with established procedures.
- Oversee the evaluation of probationary periods and collaborate with relevant line managers to ensure the process is followed.
- Ensure that daily administrative tasks are carried out in adherence to policy and procedure.
- Assist the HR Manager in communicating internal HR matters and provide backup support when needed.

### **Objective 2 : Contribute to organize staff recruitment and staff on boarding**

- Collect and systematically organize job applications.
- Coordinate the testing and interview process for prospective candidates.
- Participate in candidate screening alongside respective line managers and take the lead in recruitment processes for positions at the T2 and below.
- Maintain and organize recruitment documents in accordance with established procedures to ensure proper recordkeeping for audit.
- Proactively prepare for new staff arrivals, ensuring all necessary prerequisites are in order.
- Develop and implement onboarding plans, ensuring that new staff receive comprehensive briefings

### **Objective 3 : Keep national staff files and HOMERE Data up-to-date**

- Maintain administrative documents related to employment contracts.
- Monitor and properly archive annual staff appraisals.



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- Scan all relevant documents and organize them within the Human Resource staff personal files.
- Regularly update and maintain comprehensive documentation in both physical HR files and digital HR records.
- Keep the monthly employee follow-up records up to date and enter data into the HOMERE software on a weekly basis.
- Review monthly payroll variables for each employee, ensuring accuracy based on time sheets and employee benefits for payroll processing.
- Continuously monitor and update employee information in HOMERE, following any changes and ensuring validation.
- Ensure the precise and timely preparation of monthly payroll reports for submission to the HR Manager

#### Objective 4: Internal and external communication

- Proactively monitor office kitchen and administration item inventory to ensure items are ordered before they run out of stock.
- Assist in coordinating training room reservations and liaising with suppliers if necessary.
- Manage the payment and reimbursement processes for travel and accommodation expenses.

#### Demonstrate personal commitment in promoting Gender Equality/ ACF Gender Minimum Standards and Safeguarding

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

#### DEGREE AND SKILLS REQUIRED

- Any University Degree
- Minimum two years experience in Human Resource or Administration department.
- Professionalism
- Good organizer - Sense of confidentiality
- Good Computer skills
- Good knowledge of English
- Knowledge in Myanmar Labour Law
- Good Communication and Flexible Skill.

#### HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked).

**To: ACF Sittwe Office: No 72, Sittwe Hotel Street, West Sanpya Quarter, Sittwe, Rakhine State.**

**ACF Yangon Office: No.99/F (3), U Aung Kain Street, Than Lwin Road, Bahan Township, Yangon.**

Via an email: [recruitment@mm-actioncontrelafaim.org](mailto:recruitment@mm-actioncontrelafaim.org)

#### CLOSING OF APPLICATION: 23<sup>th</sup> May 2024

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.
- Women are strongly encourage to apply.