Human Resources and Administration Assistant (m/f/d) - National Position

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International (MI) သည် Sovereign Order of Malta ၏ နိုင်ငံတကာ လူသာားချင်ားစာနာမှုကယ်ဆယ်ရားရေဂျင်စီဖြစ်သည်။ ကျွန်ိုပ်တိုို့သည် နှစ် 60 ရကျားကကာကားတွင် ကမဘာတစ်ဝှမ်ားရှပ်၀င်လည်ထူရထာင်ရားမျာားကကာားတွင် ကယ်ဆယ်ရားနှငို့်ဖပန်လည်ထူရထာင်ရားမျာားက ို ပံို့ပ ိုားရပားပါသည်။ ခ စ်ယာန်တန်ြ ိုားမျာားနှငို့် လူသာားချင်ားစာနာရထာက်ထာားမှုဆ ိုင် ာမူ မျာားသည် ကျွန်ိုပ်တ ို ို့၏လိုပ်ငန်ား၏ေရဖခခံေိုတ်ဖမစ်ဖြစ်သည်။ ောြ  က၊ ေရမ  က၊ ောရှနှငို့် ေရရှှေ့ေလယ်ပ ိုင်ားရှ  န ိုင်ငံရပါင်ား

Malteser International is working in Myanmar since 2001 and currently employs more than 240 national staff in Rakhine, Shan and Kayin States. Our work aims at ensuring communities having access to primary health care services. We also offer comprehensive WASH and disaster risk reduction/ climate change adaptation solutions and provide relief after disasters. MI strives to enable and empower the most vulnerable communities in marginalized areas through a participatory and sustainable approach.

Malteser International သည် ဖမန်မာနိုင်ငံတွင် ၂၀၀၁ ခိုနှစ်မှ စတင်ကားေလိုပ်လိုပ်ကိုင်ရန်ပီားလက်ရှတွင် ခိုင�ဖပည်နယ်၊ ရှမ်ားဖပည်နယ်နှငို့် ကင်ဖပည်နယ်တွင် နိုင်ငံသားဝန်ထမ်ားရပါင်ား ၂၄၀ ရကျားအများပြည်သူမျာားေပ်ထာားသည်။ ကျွန်ိုပ်တိုို့၏လိုပ်ငန်ားသည်ပ်ွာလူထို၏ ပဏာမကျာမာရားရစာငို့်ရရှာက်မှုဝန်ရဆာင်မှုမျာားကိုလက်လှမ်ားမီနိုင်ရစ်နည်ားမျာား ပါသည်။

In support of the work in Yangon, Myanmar, Malteser International is looking for a motivated Human Resources and Administration Assistant –(m/f/d) - National Position.

As Human Resources and Administration Assistant, you are responsible to ensure accurate and up-to-date Human Resources and Administration of the Malteser Country Office. Updating and upgrading Human Resources
management procedures and Administration responsibilities for field locations, in line with and under supervision of the Country Human Resources Manager and Senior Administration Officer.

Your responsibilities:

**Human Resources (ပါတီအချက်အလက်များ)**

- Assist in recruitment by posting job openings for Country Office and Program locations, and to support in summarizing job applications and arranging personal interview for the positions of country office.

- To assist in forwarding approval requests from respective program locations to the Country Office Management team regarding human resources matters.

- To ensure that the personal files of national staffs are regularly updated in timely manner, and new staff members acknowledge and sign all essential policies and meticulously store these documents in their personal files.

- Assist the Country HR Manager in comprehensive support in administering employee benefit programs, encompassing health insurance and staff welfare initiatives, and in facilitating the annual Performance Management Process.

- To keep track of daily staff attendance records and make sure they are updated regularly, and assist in preparing essential documents, including staff ID cards, Insurance Policy Cards, Recommendation letters, and work certificates for both the Country Office and Program Offices when required.
Administration (စီမံကန်)

- To assist in documentation and filing when required, to prepare and forward calls, fax, and courier.
- To be responsible for travel arrangements for staff and partner organizations, and to purchase household materials and record on a monthly/quarterly basis.
- To ensure for the miscellaneous bill payment and to take on professional tasks as requested by Supervisors.

Your profile:

- Bachelor’s degree or equivalent education.
- Minimum one year working experience in a related field.
- Experience working with and (I)NGO is advantageous.
- Computer literate in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to maintain confidentiality and handle sensitive information.
- Eager and open to learning to new things.
- Proficient in both written and spoken English.
What we offer:

- **Start date:** in April 2024
- **Duty Station:** Yangon, Country Office
- **Duration of contract:** until end of December 2024 (extendable)
- **Salary according to qualification and experience:** Location Specific Allowance, 13th Month Salary, Contract End Benefit as well as Health & Life insurances

Working for Malteser International

Malteser is an equal opportunity employer and welcomes applications from all people, regardless of gender, confession or origin. Malteser International conducts background and reference checks. Ethics form part of the Annual Performance Appraisal.

Malteser International သည်တန်ားတူေခွင်ို့ေရ ားရပားသည်ို့ ေလိုပ်ရှင်ဖြစ်ပပီား လ င်၊ က ိုားကွယ်ယံိုကကည်မှုနှင်ို့ မူလေစက ိုမခွ ဖခာားပ  စ တ်ပါ၀င်စာားသူောားလံိုား၏ ရလ ာက်လ ာမျာာားက ိုကက  ဆ ိုပါသည်။

Whether you work as a specialist on overseas service or in one of our regional offices - we offer you a challenging working environment in an experienced international team. More than 1,000 national and international staff are currently deployed in various crisis and disaster areas around the world as well as in our regional offices in Cologne and New York City. For more information, please have a look here.

Contact Details:

Country Office: 14/15 (6F)
Pyi Taw Aye Yeik Thar Street
Yankin Township
Yangon 11081
Myanmar
How to apply:
If you are interested in this position, kindly submit your extensive application (CV, letter of motivation, copies of educational certificates and three professional references) submit to hr.mmr@malteser-international.org with the subject line “HR & Admin Assistant, Yangon, Country Office”. The deadline for application is 22nd March 2024.