



Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF has been providing free medical services in Myanmar since 1992. MSF Switzerland (MSF-CH) focuses on the provision of PHC activities in Dawei District, Tanintharyi Region.

HR ASSISTANT

Vacancy Announcement no. MSFCH-2024-06

Job Title:	HR Assistant
Job Location:	Yangon, Myanmar
Reports to Hierarchical:	Personnel Administration Manager (PAM)
Reports to Functional:	PAM and/or Human Resources Coordinator (HRCO)
Monthly Basic Salary:	1,200,000 MMK
Contract Type:	One year of fixed term contract (renewable depending on mission needs)
Application deadline	24th May 2024 (Midnight)

Main purpose

- Execute administrative, HR and legal related tasks to support the PAM following MSF standards and procedures, in order to ensure legal compliance and to realize the HR capacity required to achieve project objectives

Accountabilities

- Under supervision of the PAM managing personal files in order to ensure accuracy, compliance and on time payments.
- Updating the HR database and personal files to facilitate HR processes management.
- Updating Social security Tax office files in order to meet legal requirements including specific amendments, when necessary, in order to ensure local labour and fiscal law compliance.
- Preparing employment contracts in conformity with legal requirements including specific amendments, when necessary, in order to ensure local labour and fiscal law compliance.
- Preparing monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Following up of all expiring rental contract dates and inform the PAM in order to leave enough time to arrange a renewal or look for some other alternative.
- Making all administrative information available to the staff (posting, meetings, etc.), supporting the PAM in translating documents into local language and assisting in meetings upon request.
- Additional HR/ Admin tasks delegated by the PAM.

MSF Section/Context Specific Accountabilities

- Preparing properly (visa application, travel authorization application, Form-C, and Foreign Registration Certificate (FRC) application) for IMS and submitting to the line ministries and stakeholders
- Being a focal point of personnel movement in the mission (ticket booking, accommodation and transportation arrangement accordingly the staff movement form) through international/domestics ticketing agents under supervision of HRCO and PAM
- Managing stocks (hygiene items, stationery, household items and so on) incl. forecasting, ordering, receiving and distributing them to the Office and Guesthouses without any running out of those stocks
- Ensuring monthly Per-diem of International Mobile Staff (IMS) and travel allowance of Local Hired Staff (LHS)
- Collecting the monthly food basket data for the Coordination office's location

- Making sure of all services agreement are valid and the extension and termination of its agreements are imitatively prepared in collaborative with HRCo and PAM.
- On monthly basis, updating and sending the list of staff and their dependents to the health providers in respecting MSF staff health policy.
- Being a supervisor of Cleaners, be shared the work schedule and info update with them to ensure their quality of cleansing, covering all assigned locations among them and timely support if needed.
- Be able to be interested becoming a TEMBO learning platform Ambassador.

Requirements

Education	• Desirable administration or human resources related to diploma or degree.
Experience	• Previous two (2) years working experience in HR/Admin field essential.
Languages	• Good English and Myanmar languages essential
Knowledge	Essential Good computer literacy (word, excel, email and internet). Homere database would be assets.
Competencies	Result and quality orientation, teamwork and cooperation, behavioural flexibility, commitment to MSF principles, stress management

Job Advantages & Career Opportunities

- Experience in a well-known and professionally recognized international medical humanitarian organization.
- Market-based salary package comparable to other non-profit organizations.
- Additional benefits: pro-rated 13th salary and 16 days paid leave days based on the calendar year; all public holidays; excellent healthcare package.

To Apply

E-mail your updated CV and motivation letter mentioning vacancy number by: **MSFCH-2024-06, HR Assistant**

E-mail to: msfch-myanmar@geneva.msf.org

Closing Application Date: **24th May 2024** (Midnight)

Women and LGBT are encouraged to apply. Only short-listed applicants will be contacted.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact msfch-myanmar-hr@geneva.msf.org