Human Resources Officer

We are currently recruiting a **Human Resources Officer**, directly reporting to Administrative and Human Resources Coordinator.

**This is a Taunggyi based position in Southern Shan State.**

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

**About Relief International**

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

**Overall Objectives**

Under the direct supervision of Administrative and Human Resources Coordinator, the Human Resources Officer is responsible updating personnel documents and filling system. And provide technical supports to partner organizations for payroll processing, organizational developments, employment contracts, HR policies, conducting field visits, and fostering positive relationships.

**Your responsibilities will be:**

**Main purpose of the role**

- Prepare Monthly HR reports
- Maintain and update staff personal files
- Check attendance records, leave and timesheet etc.
- Assist supervisor to support partners’ organizations for the development and implementation of HR policies, procedures, and best practices
- Conduct and facilitate Orientation
- Ensure staff care program
- Provide technical supports on payroll processes, ensuring accuracy and compliance with local regulations.
• Ensure all employment contracts are properly documented and aligned with organizational policies and procedures
• Plan and execute regular field visits to partners’ organizations to assess HR needs, compliance, and provide on-site supports
• Develop and maintain strong, collaborative working relationships with partners

**Recruitment Process**
• Ensure recruitment process in compliance with RI standards and HR policies
• Ensure transparent and fair execution of recruitment procedures, aligning with RI policy

**Payroll, Taxation and Insurance**
• Prepare monthly payroll information for new hires, salary changes, staff promotions, payroll and submit it to the supervisor for reviewing.
• Assist and prepare for monthly income tax payments and submit to supervisor for checking.
• Regular update staff information
• Assist in the insurance claim process

**Training and Development**
• Arrange new Learning Pool accounts for new hires and close accounts for resigned staff
• Remind staff who need to attend training and update external training records with Power Hour
• Attend the monthly HR Staff meeting and share updated information
• Support and assist national staff with any difficulties related to Learning Pool
• Provide assistance to attend external training

**Leave, Time sheet and attendance**
• Prepare and update monthly leave records and share them with respective staff
• Ensure Timesheets and attendance records are ready and correct for auditing purpose
• Arrange leave encashment for resigned staff

**Personal files**
• Ensure a standardized filing system for HR related documents and regularly update if there is additional information
• Ensure the completion of exit interview and proper documentation

**RI Policy and procedure**
• Update the staff contact list, employee information data, relevant policies and articles as required
• Ensure that all staff are aware of RI’s HR policies and Code of Conduct

**Performance Evaluation**
• Ensure performance evaluations are conducted in a timely manner in accordance with RI policies.
• Maintain confidentiality regarding human resources-related matters.

**About You**
You will bring the following experience and skills.

- University Degree and experience working in HR fields are preferable
- Strong communication, administrative, and organizational skills
- Detail-oriented and able to work independently.
- Proficient knowledge of Myanmar labor laws and regulations.
- Good interpersonal skills
- Demonstrates good judgment, initiative, high sense of responsibility, and cultural sensitivity.
- Capable of planning and managing various activities while setting priorities

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you’re excited about this role, but your experience doesn’t align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**How to apply**: To apply for this post, click on the “link” button in the job advert page and send to hrmm@ri.org, quoting “HR Officer -Taunggyi” in the subject line. **Closing date: 22 March 2024**

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page, three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.