

Job location : Hpa-an (Kayin Base)

Duration : Up to December 2025 (Extendable base on budget)

Vacancy opening date : 23rd June 2025

Vacancy closing date : 2nd July 2025

Salary and Benefit : 329 to 345 USD as per PUI salary scale

(Payment will be made in MMK based on the prevailing monthly exchange rate)

(Food Allowance & other benefit packet such as leave, R & R, medical insurance etc, as per PUI Internal Staff Regulation)

Première Urgence Internationale (PUI)

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, those hit by natural disasters, wars, and economic collapses, by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 6 million people in 25 countries in Africa, Asia, Europe, Latin America, and the Middle East: Health, WASH, Food Security and Nutrition, Shelter and Economic Recovery.

PUI has been working for the people of Myanmar on health and related issues since 1984, as Aid Medical Internationale (AMI). The merger of PU and AMI in 2011 strengthened our ability to provide integrated, multi-sector approaches utilizing the combined organisations' experience resulting in more diverse programming and intervention possibilities. PUI's mandate to respond to emergencies remains a priority, while maintaining a longer-term development focus to adapt to the contextual needs of the population in Myanmar. Specifically, PUI has been running an HIV prevention activity for Key population in Yangon region for over 10 years, linked to a malnutrition prevention program. In Kayin, PUI focus on primary health care, nutrition, WASH activities. In Shan, PUI focus on SRHR activities for general population. Today, the mission consists of 7 projects.

Job Purpose

Under the supervision of the Administrative and Finance Manager, the HR Assistant supports HR tasks, including employee record management, payroll assistance, recruitment coordination, and compliance with company policies.

Responsibilities

1. Recruitment & Onboarding

- Assist the Administrative and Finance Manager in welcoming and integrating new personnel, ensuring they receive an HR briefing.
- Assist line managers in preparing recruitment requests and supervise the administrative management of personnel recruitment and hiring

2. Payroll & Staff Management

- Ensure the calculation of monthly payroll preparation and salary payments.
- Maintain & record timesheets and leave records of National Staff in Kayin and report to the Administrative and Finance Manager.
- Organize staff management from the bases: salary payments, holidays, compensated days & overtime. Participate in the payment of salaries for National Staff

3. Compliance & HR Administration

- Assist in ordering and determining disciplinary measures.
- Assist the Administrative and Finance Manager in conducting meetings on HR rules and procedures and ensure necessary information is effectively communicated.
- Ensure the organization chart is updated.
- Make suggestions to the Administrative and Finance Manager regarding human resources management and rules.
- Supervise compliance with staff procedures and internal regulations under the supervision of the Administrative and Finance Manager

4. Filing & Documentation

- Maintain filing & archiving.
- Write monthly reports and inform the Administrative and Finance Manager about any important information & problems.
- Organize and follow up on staff personal history files (ID card, Job description, contract, personal history, etc.).
- Maintain the external and internal training record

5. Coordination & Communication

- Communicate with the Yangon Country Office regarding new admin matters.
- Attend meetings, write minutes, and represent PUI when necessary.
- Perform other related duties as assigned by the supervisor

Requirements

- Diploma or certification in HRM (if no degree, HR-related training can be an advantage)
- Experience Admin and HR in NGO/INGO is asset
- Knowledge about HOMERE software appreciated and additional advanced knowledge about Microsoft Excel
- Basic payroll processing and benefits administration knowledge
- Good organization and flexibility about work and time schedule
- Good communication skills in English and Myanmar
- Motivation, dynamism and positive mind are required to contribute to the PUI project objective. Teamwork and team spirit with strong motivation to work for communities
- Minimum of 2 years' relevant experiences

Due to the specific work to Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here, **HR Assistant** is requested to stay at the organisation's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in concordance with the development of the programs.

To Apply Online, please access via this link,

<https://forms.gle/CLYXwjVyDjEQ32kz5>

- Applications from all origins, religion, gender, age, People Living with HIV
- Women and people with disabilities are encouraged to apply.
- Parents with small children can be provided with some flexibility. Every application will be reviewed as per the qualification, experience necessary for the position only.

For application physical address can be sent as below:

Coordination office, No. (91-G1), Than Lwin Street, Golden Valley, (1) ward, Bahan Township, Yangon

(OR)

Kayin Office, No.(7-Ka-254), Ward - 7, Man Ba Khine Street, Hpa-an Township, Kayin State, Myanmar

"Any difficulties when applying, please contact via phone call +95 9880893850."

Please mention the applied position in Subject if you send your application via email.

Only short-listed candidates will be contacted for next selection process.