

VACANCY- ANNOUNCEMENT

Department: **Admin/ HR**
Position: **Human Resource Manager**
No of Post: **1**
Location: **Yangon**
Expected Start Date: **as soon as possible**
Vacancy Posting Date: **7 May 2024**
Vacancy Closing Date: **20 May 2024**

Background on Acted

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non- discrimination. Based in Paris, France, Acted now operates in 42 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio- economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

Acted is currently looking for one qualified person to fill the position of **Human Resource Manager**

Under the supervision of Country Director, the Human Resource Manager is responsible for the maintaining and enhancing the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programmes, and practices.

Function**Human Resources**

- Overall management of staff recruitment and selection, development of JDs, advertising preparation of interview questionnaire, interviewing, testing, recruiting and inducting according to Acted's HR standard recruitment procedures;

- Manage monthly payroll and provide to finance section to be paid out on time, HR Database and staff allocation sheet every monthly basis;
- Manage the staff employment contracts;
- Ensure to make the income tax payment sheet and liaison with Revenue department to be cleared all related documents and income tax calculations in compliance with current laws and regulation;
- Ensure to maintenance the staff evaluation and yearly performance appraisal according to Acted's HR procedure;
- Maintains a pay plan by conducting yearly pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions;
- Oversee the benefit payable for medical benefit;
- Ensure all personal folders (national and international staff) making sure that all staff have updated personal folder with required contents;
- Monitor and advise on disciplinary matters in accordance with established policies and procedures and Local Labor Law;
- Ensure of new hires, temporary workers, relocation, promotion, and termination are accurated through Acted procedures;
- In collaboration with Finance team, ensure maintenance of updated information on staff salaries;
- Support in staff capacity building and training, via survey and suggestions to Coordination
- Responsible for maintain compliance with labor law;
- Update of staff (national and international staff) leave (Vocation, sick, casual, mission, etc.) follow up.
- Follow up on Acted international rules and regulations;

Monthly Report Follow up:

- Production of HR Report at the end of the month in line with administrative procedures;
- Submits Report to Country Director before the salary payment for review by the Finance Manager. Finance Manager and Country Director make sure that the final version of the HR Report is properly filed;
- Update monthly Organogram;

Recruitment:

- Prepares jobs advertisements and posts them in the appropriate media;
- Receives all applicants' CVs, makes candidates list, organize the interviews with the recruiting person and files all applicants' CVs & Documents in specific binders;
- Makes the final recruitment of the staff and prepares contract, personal folder, and collects all information required for contract. (ID card, photos, identification information, reference etc.)

Administration

- Communicate with the line ministries and apply travel authorization for project areas and application of entry visa, FRC , visa renewal and form C for international staff;
- Manages the filing system for all correspondence and reports to the HQ and sub-offices;
- Coordinates timesheets and attendance sheet collection for all staff and ensure timely submission;
- Organize and supervise to respective Admin/HR officers all of the administrative activities that facilitate the smooth running of the day-to-day at Acted office;

Filing:

- Organizes the filing system;
- Participate in the FLAT filing by providing copies of necessary documents to the FLAT responsible;
- Regular upload related documents at the share point

Other

- Adherence to HAP standard
- Any other tasks as deemed necessary by the Country Director

Personal Specifications

- Master or Bachelor degree in Public Administration and Human Resources Management and others;
- Minimum 5 years' working experiences in related position requirement;
- Excellent communication, sensitivity and diplomatic skills in dealing with communities, beneficiaries, local authorities and Acted/ partner organization staff;
- Knowledge of Local Law and regulation on Labor Law and HR practice in INGO;

- Strong communication, coordination, facilitation, and relationship management skills, with experience;
- Fluent in English and Myanmar;
- Motivated team player with strong problem solving and analytical skills;
- Responsible and flexible, with a positive work attitude;
- Multi-tasking, positive work attitude with excellent interpersonal and communication skills;
- Willingness to travel;

Submission of application:

Applications shall be in English and include: i) a resume; ii) a cover letter expressing the motivation to work with an NGO and addressing each of the required qualifications with vivid examples; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to:

Email : recruitment.myanmar@acted.org

Application should be titled “**HR Manager - Yangon**” and be submitted no later than **20th May 2024 (by 5:00 pm)**.

Only shortlisted candidates will be contacted.