



Vacancy Announcement

Position:	Admin & HR Officer
Number of positions:	(1) position
Location:	Yangon (Hybrid with work from home)
Working Time:	9:00AM - 6:00PM (with Lunch break)
Report to:	Executive Director and Coordinators
Work Mainly With:	Program Team, Finance Team
Collaborate with:	Trainers, Teachers, Admin Officers

Saya Foundation is a nonprofit organization founded by enthusiastic educators with the aim to provide safe and inclusive education for an equitable society. Our work scope includes providing whole-school support to schools, creating training programs for religious educators and teachers, establishing online learning activities for children and parents, and developing learning materials and resources. Through the above programs, Saya takes the role in advocacy and raises the awareness of people related to children and education. For more detailed information, visit our website at: www.saya-foundation.org.

Duties and Responsibilities

- **Recruitment:** Recruit vacant positions in accordance with the HR recruitment policy and procedures.
- **Orientation:** Ensure that all staff members receive orientation to familiarize them with the organization and their roles.
- **Record-Keeping:** Regularly check and update requirements such as job descriptions, organizational structure, personal information and records, contracts, and policies.
- **Attendance and Reporting:** Monitor and update attendance records, asset and inventory management, timesheets, and leave balances. Generate monthly reports based on this data.
- **Performance Appraisal:** Conduct performance appraisals for staff members together with dedicated supervisors, twice a year, and assist in assessing their performance and providing feedback.



- **Disciplinary and Grievance Management:** Assist in managing disciplinary and grievance issues within the organization.
- **Reporting:** Report to the direct supervisor, Executive Director, Senior Management Team on various HR and administrative matters.
- **Meeting Management:** Share duties with other officers in scheduling and recording minutes of staff meetings, including regular team meetings and other necessary meetings.
- **Training and Meeting Coordination:** Arrange and organize training sessions and meetings, including managing logistics such as meals, venue, materials, and making necessary payments.
- **Coordination with Procurement:** Coordinate with the other officers to ensure smooth functioning of procurement activities related to HR and administration.
- **Additional Duties:** Performing any other related duties as required by the organization.

Requirements

1. Minimum of 2 years of experience in the HR and Admin sector.
2. Over 2 years of experience with a non-profit organization, preferably in the education sector.
3. Working knowledge of Excel, ICT, and other Google applications.
4. Proficient in writing reports.
5. Strong multi-tasking skills and ability to work under tight schedules.
6. Proficient in spoken Burmese and excellent oral and written skills in English (**at least at the intermediate level**).
7. Excellent communication and presentation skills.

Saya Foundation's Core Values

- Learning and Sharing
- Professionalism
- Social Inclusion
- Compassion
- Synergy
- Agility



Contact Us

Interested applicants must send a Cover Letter, Curriculum Vitae (with two referees from your previous employment), telling us why you are suitable for this position, to info@saya-foundation.org by May 17th, 2024 (Friday) at 5:00 PM.

Note: Please write the name of the position you are applying in the Subject Line of your email. One applicant can only apply for one position. Only short-listed candidates will be contacted via mail.

Saya Foundation is an inclusive organization committed to diversity and social cohesion. We encourage applications from women, minority groups and people with disabilities. There will also be no discrimination against an applicant's race, color, gender, religion and sexual orientation.