



WE ARE HIRING!

Position	: Human Resource Officer (1) Post
Job Location	: North Okkalapa Township, Yangon (Head Office)
Type	: Full Time/ Project Base Contract
Reporting Officer	: Director
Duration	: July to December 2025
Starting date	: As immediately as possible

BRAVEHEART Foundation:

BRAVEHEART Foundation is a local organization, officially registered at the Union Level, promoting ethnic rights to realize peace through national reconciliation whilst respecting human dignity. BRAVEHEART actively engages in democratization process in Myanmar by amplifying public concerns into policy making. It also partners with like-minded organizations and individuals to produce collective voices and advocacy efforts. Based in Yangon, BRAVEHEART has physical branches in Hlaingtharyar of Yangon, Kengtung of Shan East and Hpa-an of Kayin. BRAVEHEART is free from any type of discrimination based on sex, religion, ethnicity, social standards, political belief, etc. BRAVEHEART is now committed to assist communities with socio-economic vulnerability including undocumented people, disaster affected ones and internally displaced people.

BRAVEHEART Foundation pursues zero-tolerance policy concerning sexual harassment, exploitation and abuse.

Position Overview:

BRAVEHEART Foundation is seeking a skilled and passionate individual to join our team as an HR Officer, with a specific skill on Team Building and knowledge of PSEA. The successful candidate will play a crucial role in fostering a positive and inclusive work environment while ensuring compliance with policies related to the Prevention of Sexual Exploitation and Abuse and other policies BRAVEHEART practices.

ROLE & RESPONSIBILITY:

- Review, revise and update (if necessary) Employee handbooks and policies; Implement new procedures
- Handle for HR Functions: (Payroll calculation, Performance Appraisal, Recruitment and Selection, Maintain Employee Record, Employment Contract, Service Agreement, Contracts, etc...)
- Develop and implement strategies for team building and fostering a positive workplace culture.
- Conducted training needs assessments and developed tailored training programs for PSEA, conflict resolution, and other HR-related areas.

Delivered engaging training sessions to strengthen staff capacity and awareness. Conducted organization-wide training needs assessments and linked staff with relevant internal and external training programs

- Act as a member of the Senior Management Team

QUALIFICATION & SKILL REQUIREMENTS

- Any graduate with bachelor degree, certified in HRM or HRD
- Well understanding and knowledge in PSEA & AAP
- Advance level in Microsoft Office Suite (Word, Excel, PowerPoint), Internet & Email, Microsoft Team, Zoom
- **Intermediate level in English**, Fluency in Myanmar language
- at least 2 years working experiences
- Able to Travel
- Teamwork, Flexibility/adaptability, Quick Learning, Time Management
- Active listening, Negotiation, Problem Solving and Presentation Skills

COMPENSATION & BENEFITS:

Salary/ Stipend	: Grade (C, 1)
Holidays	: Saturday, Sunday and Public Holidays
Other Allowances	: As per association's regulations
Training	: As per association's regulations

HOW TO APPLY:

- Interested and qualified candidates are invited to apply by filling out the Google Form at the following link (along with the cover letter and personal resume):

<https://forms.gle/V5hUbKMDogQ12Nop7>

Other require documents (need to submit only when passed the first interview)

- Copy of Citizenship Scrutiny Card (CSC), Certifications of education and copy of Household List
- Recommendation letters from Ward Administrators and local Police Station or Self Declaration Form
- And the recommendation letters from at least two referees

Application Deadline: 30.6.2025

NOTE: Only shortlisted candidates will be notified.

The protection of your personal data is important to Braveheart. By submitting your application, you consent to Braveheart 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 has access to your data. Braveheart does not sell or forward to third parties your data under any circumstances. If you have any questions or requests, you can contact (hrd.braveheart@gmail.com).