



Vacancy Announcement

Job title and Position “Human Resource Development Manager”

Reports to:	National Director
Hierarchy:	Deputy HR Manager
Grade:	N7A
Contract Duration:	1 Year [Possible extension as per funding available]
Duty Station:	Yangon



CSI Organizational Profile

Center for Social Integrity is a non-profit organization dedicated to fostering pluralism, diversity and inclusion through two program pillars: Humanitarian and Development, and Peace and Conflict. CSI was founded in 2016 with a focus on long-term peace building, as well as immediate protection and aid for communities. CSI partners with NGOs, donors, researchers and other civil society organizations to work towards achieving our vision.

Scope of Role

Financial Approval: As per CSI's Approval Authority Matrix

Representation: Interpersonal contact regularly and varied in both oral and written. Negotiation and representation with senior level representatives including stakeholders, partners, and wider CSI community.

Travel: Approx. Travel to field offices area up on requested and approved.

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+95 895 511 119

www.centerforsocialintegrity.org

info@csi-global.org



Job Purpose

The Human Resources Lead plays a strategic and operational role in driving the organization's human capital management. This position is responsible for developing and implementing HR strategies aligned with organizational goals, managing the full recruitment and onboarding cycle, overseeing employee relations, and ensuring legal and policy compliance. The role supports performance management, staff development, payroll processing, and HR administration to foster a productive and inclusive work environment. Additionally, the HR Lead ensures accurate recordkeeping, supports internal and external audits, and contributes to decision-making through effective use of HR metrics. The position is vital in nurturing organizational culture, maintaining compliance, and supporting sustainable workforce planning and growth.

Duties and Responsibilities

Strategic HR Management

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Support current and future organization needs through development, engagement, motivation, and retention of human capital.
- Develop, implement, and monitor HR strategies, systems, policies, and procedures across the organization.
- Promote and integrate organizational goals related to gender equity and cultural diversity within all HR practices.
- Report to senior management and provide data-driven decision support through the use of HR metrics and analysis.

Employee Relations & Work Environment

- Bridge management and employee relations by addressing grievances, concerns, or other workplace issues.
- Nurture a positive, inclusive, and productive working environment.
- Ensure legal compliance in all aspects of human resource management.

Recruitment & Onboarding

- Lead and manage the end-to-end recruitment process: workforce planning, job announcements, job descriptions, longlisting, shortlisting, interviews, and reference checks.
- Ensure recruitment is transparent, timely, and efficient, meeting organizational needs and funding availability.
- Promote diversity and equity throughout the hiring process.

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- Oversee new employee onboarding: issue employment offers, coordinate workspace setup (email, desk, etc.), complete orientation schedules, and collect necessary documentation for HR records and insurance.

Performance & Development

- Oversee and manage a performance appraisal system that encourages continuous feedback and drives high performance.
- Track and manage employee milestones such as probation completion, contract renewals or terminations, promotions, transfers, and annual reviews.
- Assess organizational training needs and monitor the application and effectiveness of training programs.

Compensation, Benefits & Payroll

- Maintain and administer competitive pay plans and employee benefits programs.
- Ensure accurate and timely processing of payroll, including attendance, leave records, overtime, tax deductions, and compliance with statutory requirements.
- Coordinate with Finance to ensure seamless monthly payroll execution and salary disbursement.
- Employee queries related to payroll, salary slips, and benefits.

HR Administration

- Maintain up-to-date and organized employee records, ensuring compliance with internal and external requirements.
- Manage all employment contracts, letters, and HR-related documentation.
- Maintain HR databases and ensure timely updates of employee information.
- Provide HR administrative support to all departments as needed.

Exit & Offboarding

- Ensure a structured and professional exit process, including the End of Service Checklist, Exit Interviews, and Agreement Letters.
- Process end-of-employment tasks timely and in compliance with internal policies and legal standards.

Compliance & Auditing

- Maintain employee files in an auditable state in accordance with CSI standards and donor or legal requirements.
- Provide HR-related documentation and support during internal or external audits.

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Qualifications

- Master's degree in business administration, Human Resources, or a related field; or a relevant diploma with a minimum of 5 years of professional HR experience.
- Minimum 5 years of proven work experience in HR administration and personnel management within dynamic and high-paced environments such as private companies, INGOs, or UN agencies.
- Prior experience in managing core HR functions, including recruitment, employee relations, performance management, and compliance.
- Strong command of English (spoken and written).
- Excellent computer skills, particularly in MS Office and HR information systems.
- Strong writing skills for documentation, reporting, and correspondence.
- Effective communication and interpersonal skills with a supportive and inclusive personnel management style.
- Demonstrated ability to handle a challenging workload, work under pressure, and meet tight deadlines.
- High level of integrity, professionalism, and the ability to work collaboratively within a team.
- Strong organizational and problem-solving abilities.
- Cross-cultural sensitivity and experience working with diverse teams.
- Commitment to organizational values, particularly those of CSI.
- Ability to maintain confidentiality and exercise sound judgment.

Child Safeguarding Statement

CSI is committed to ensuring that wherever we work in the world, there is no tolerance for the abuse of power, privilege, or trust reinforces a culture of zero tolerance towards any form of inappropriate behavior, abuse, harassment, or exploitation of any kind. The safeguarding of our affected population, staff, volunteers, and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Code of Conduct. We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

CSI is an equal opportunity, disability-confident employer, and committed to achieving the highest standards of fairness, diversity, inclusion, and equality.

Center for Social Integrity has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

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How to Apply:

Please email your cover letter and curriculum vitae mentioning the position to which you are applying in the subject line mentioned as “HR Development Manager” to jobs@csi-global.org

Application Deadline: No later than 5:30 P.M, 25th April 2025 (Friday).

" We encourage early submissions, as the position may close earlier upon the identification of a suitable candidate."

We thank all applicants for their interest, however only shortlisted candidates will be contacted for an interview.

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