



## VACANCY ANNOUNCEMENT (vacancy announcement number - 030) - **Reannounce**

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|---------------------------|--|
| <b>Position Title</b>     | <b>: Deputy Manager – Human Resources</b>  |
| <b>Report To</b>          | <b>: Deputy Head of Program Support, Support Services Department</b>                               |
| <b>Duty Station</b>       | <b>: Head Office of MPG, Yankin Township, Yangon</b>   |
| <b>Contract Type</b>      | <b>: Yearly Employment Contract with 3 months probations</b>                                       |
| <b>Project Duration</b>   | <b>: 1<sup>st</sup> January 2025 to 31<sup>st</sup> December 2025 with high possible extension</b> |
| <b>Application Period</b> | <b>: As soon as possible until the candidate identified</b>  |

Myanmar Positive Group (MPG) is the largest National Network of People Living with HIV (PLHIV) in Myanmar registered as a local community-led, non-profit, community-based organization affiliated with over one hundred and sixty Self-Help Groups across Myanmar to work for PLHIV individuals, Key affected Populations (KPs) and their families over the past nineteen years since our foundation in 2005.

Our mission is to represent and serve our community through sustainable community-led intervention strategies that address the needs and concerns of PLHIV and KPs with primary focus on the area of 1) Capacity Building, 2) Networking, 3) Representation, 4) Reduction of Stigma and Discriminations, 5) HIV Service Provision including Emergency Response activities and, 6) Advocacy and Building of Strong Partnership and collaboration with different Key Stakeholders in National AIDS Responses, various global and regional networks under the Leadership of Elected Area PLHIV Representatives from all the States and Regions of Myanmar as its Board of Representatives and Guidance of MPG Advisory Committee through its Secretariat Office and Head Office in Yangon, twelve field operations offices across the country.

MPG is currently seeking a qualified motivated Myanmar national to apply for **Deputy Manager – Human Resources** at Support Services Department to implement Community -led HIV and other essential health care service provision including prevention, care and treatment, human rights, gender, legal aids supports and emergency response services across Myanmar through support of different donors and funder during 2024 – 2026.

### Job Purpose

The **Deputy Manager – Human Resources** is responsible for providing leadership and strategic direction for the Human Resources Unit of MPG. This role ensures the effective designing and implementation of HR policies and cross-cutting activities, workforce planning, talent acquisition, performance management, and staff capacity development while maintaining compliance with organizational policies and regulations.



## **ROLE & RESPONSIBILITIES**

### **HUMAN RESOURCES UNIT MANAGEMENT**

- Provide leadership for the HR Unit and support the growth and development of MPG to enhance efficiency and impact.
- Coordinate with all departments for HR planning and staff development management processes.
- Oversee recruitment processes, ensuring vacancies are widely advertised, attracting high-potential applicants through various channels, including social media.
- Ensure the timely implementation of performance management in line with organizational policies.
- Foster a workplace environment that aligns with the organization's vision, mission, and values.
- Plan and review the annual HR budget, ensuring alignment with financial allocations.
- Coordinate HR issues with regional offices as required.
- Lead policy reviews, staff satisfaction surveys, and implementation of improvement recommendations.

### **RECRUITMENT & SELECTION**

- Identify staffing needs and oversee the vacancy announcement, recruitment interviews, and assessments.
- Manage recruitment processes for staff, consultants, interns, and volunteers in compliance with policy
- Supervise the advertisement of vacancies, application screening, reference checks, job offers, and contract preparation in collaboration with hiring departments.
- Prepare monthly interview plans for all recruiting positions.
- Assist in identifying and recruiting candidates for emergency response operations.
- Manage candidate database and prepare shortlists to respective departments for timely manner

### **STAFF COMPENSATION, PAYROLL & TAX MANAGEMENT**

- Oversee timesheet management, leave records, attendance templates, and HR announcements.
- Maintain complete, confidential, and easily retrievable personnel files.
- Ensure proper record-keeping, analysis, and administration of employee benefits, insurance applications, and claims.
- Coordinate with the finance department for payroll processing, tax payments, and staff compensation.
- Participate in and support the employee health and wellbeing committee functions.

### **STAFF CAPACITY DEVELOPMENT MANAGEMENT**

- Provide coaching and technical supervision of HR operations and performance improvements.
- Organize staff capacity-building programs, including orientation and monthly development meetings.
- Develop innovative programs to enhance staff motivation and attract high-potential candidates.
- Ensure continuous improvement of staff development programs and provide HR technical support.



## COMPLIANCE, DOCUMENTATION & REPORTING

- Maintain employee personnel records, benefits files, and HR documents in compliance with regulatory standards.
- Ensure the policies, employee contracts, consultant service agreements are strictly compliance with labor laws and updated regulations
- Ensure audit standards are met and HR operations comply with regulatory and privacy requirements.
- Conduct field visits to provide guidance on HR policies and practices.
- Serve as the focal person for the investigation committee to handle fraud, dishonesty, and employee conflicts.
- Prepare and present necessary HR documents and reports for audits.
- Adhere to all the MPG and donor's policies, including safer recruitment, child rights, security, and equal opportunities.
- Submit high-quality monthly and quarterly HR reports to respective supervisor.

## MANAGEMENT OF EMPLOYEE COORDINATION

- Plan and support regular quarterly employee coordination and other meetings as requested by the executive committee and departments.
- Facilitate development of agenda and collection of references and resources from the responsible leads of each meeting sessions.

## MANAGEMENT OF EMPLOYEE PERFORMANCE EVALUATIONS

- Lead and ensure all staff strictly follow and implements the performance evaluation system of MPG for all employee including annual, mid-year, end-term and 360 feedback collection systems.
- Ensure performance evaluations are in timely manner according to HR policies, tracking KPIs and ensuring compliance with standard procedures.
- Provide required training sessions for all supervisors on performance evaluation systems.
- Conduct annual staff surveys and implement recommended actions

## CROSS-CUTTING IMPLEMENTATIONS & FOCAL PERSON

- Act as focal for and implementations of all the cross-cutting training programs, including Accountability for Affected Populations, PSEAH, gender awareness, workplace ethics, human rights, social inclusion, disability inclusion and Feedback Mechanism.
- Represent MPG in partner or working groups meetings and forums on cross-cutting related events and accountable for sharing the key strategic considerations to Senior Management Team of MPG.



## SKILLS AND EXPERIENCES NEEDED

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum 5 years of experience in HR management, preferably in NGOs or development organizations.
- Strong knowledge of labor laws, recruitment policies, and HR best practices.
- Proven leadership, decision-making, and problem-solving, communication and interpersonal skills.
- Experience in staff development, policy review, and compliance, HR software and Office applications

## ESSENTIAL SKILLS REQUIRED

- Maintain Confidentiality, Trustworthiness, Attention to Detail and Accuracy, Problem Solving ability, Decision-Making Skill, Planning & Organizing Skills, Self-motivated, Creative;
- Ability to work under stressful conditions, Excellent Time Management, Multitasking Skills;
- Strong Negotiation Skills, Ability to work in multi-cultural environment with High level of integrity with in depth knowledge of vulnerable community particularly PLHIV and HIV affected communities;

***“MPG is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, color, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Members of Key Affected Populations by HIV – MSM, SW ,PWID and LGBTQIA ++ and People Living with HIV are strongly encouraged to apply for this position.”***

Interested candidates are requested to enter the below link or scan the QR code by filling necessary information for the application submission as soon as possible and until the candidate identified.

**[Click Here for Job Application Submission for this position !](#)**



***Only short-listed candidates will be contacted for personal interview.***

### Myanmar Positive Group, Head Office

No 3/16, Kantkawmyaing 1<sup>st</sup> Street, 8 Ward, Yankin Township, Yangon Region, Myanmar.

If you have anything to know associate this position, please contact to [recruitment@myanmarpositivegroup.org](mailto:recruitment@myanmarpositivegroup.org)  
OR (HP + 95 9 7656 39775, + 95 9 76 9160 430 ) within Office hour (Monday to Friday).

MPG 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, at all times (both during work hours and outside work hours).