



HR AND LIAISON OFFICER

MYANMAR – 12 months, renewable

CONTEXT

Set up in 1976, Geres is an international development Non-Governmental Organization working in Europe, Africa and Asia to improve living conditions and fight against climate change and its impacts. As we operate in the field, the energy transition is a major lever in our activities. In the interests of ambitious societal change, we encourage the development and rollout of innovative, locally-based solutions, we support territorial climate and energy policies and mobilize all stakeholders around Climate Solidarity, urging them to act and stand up for the most vulnerable.

Our operations include work on developing value chains as these create jobs and are often key to the sustainability of the solutions deployed. We also attach great importance to ensuring that all stakeholders have a sense of ownership. We focus on capacity-building in order to drive the dynamics of change, develop resilience strategies and open up the field of opportunity so that everyone can play a part in sustainable development.

Based in Myanmar since 2015, Geres focuses especially on rural distribution of sustainable and efficient energy solutions for cooking, lighting, conservation and home comfort. The omnipresence of low-quality products in rural markets and their low cost make them the preferred equipment of households, despite their extremely limited lifespan. The lack of distributors, financing mechanisms and information are persistent obstacles to which development programmes must respond in order to ensure that users' habits and behavior change.

In order to tackle this problem, Geres has incubated a local distribution network named Ah Lin Tan company (ALT), which is a last mile network of women distributors in Myanmar offering sustainable energy solutions to families and local businesses like cooking and domestic appliances, lighting equipments, solar products and equipments for productive users. ALT provides energy products at village level through local women distributors able to inform and advise users. Products are selected for matching with local needs and lacks. Training and advice are delivered to users together with after sales services. Products are also chosen to be affordable for users and economical to use. Financial mechanisms are promoted like Pay As You Go models. Products are also selected for their effectiveness and durability. Users reduce their energy costs and benefit from positive impacts: health, comfort... Products are demonstrated and sold by women distributors to women users. Repairing, recycling, and guarantee are also proposed to customers.

The non-profit social enterprise "Ah Lin Tan network" was created at the end of 2023 and Geres is now supporting its development in several new townships. Thanks to the support of international partners, Geres has been able to finance an ambitious development plan for the period 2024-2027.

GERES Myanmar is now seeking Myanmar nationals to fill the position of **HR & Liaison Officer**. This position is based in **Yangon**.

LOCALISATION

This full-time position is based in Yangon with frequent travels in the field of distribution within the Dry Zone + Delta region + other regions depending on the network development.

HIERARCHICAL AND FUNCTIONAL LINK

Line manager: Finance Admin HR Manager

Hierarchical management: The HR and Liaison officer will work together with Project Manager and Country Representative about the internal and external matters.

Functional links: Operational team in Yangon and regions, HQ Admin-Fin team
(The global chart in appendices)

MISSION AND TASKS

The HR and Liaison Officer is responsible for ensuring effective human resources management while also serving as the key point of contact for external coordination, particularly with government authorities, partners, and other stakeholders. This dual role supports both internal organizational needs and external compliance for the representation.

In Human Resources Responsibilities

- Draw up and monitor the annual recruitment plan in conjunction with department managers
- Coordinating the recruitment process with the recruiting managers (proofreading and circulating job offers, internal and external communication, developing recruitment monitoring tools, etc.).
- Organise the induction period for new employees
- Play an active role in monitoring recruitment
- Maintain and update employee records and personnel files
- Prepare and control all HR employment contracts, amendments, Insurance, ID cards, offer letter and other HR- related documentation
- Prepare and control time sheets, leaves, warnings, resignations, promotions, terminations, etc
- Support payroll preparation, income tax calculation and benefit payments (if any)
- Ensure compliance with local labour laws and organizational HR policies
- Coordinate staff performance evaluations (probation and annual)
- Handle disciplinary actions, grievances, and conflict resolution processes
- Monitor leave records, attendance, and staff movements
- Propose updates and improvements, where necessary, to HR processes to ensure efficient personnel administration.
- Contribute to internal and external communication initiatives (updating HR information on the Internet, Intranet, focus groups, occasional participation in external events, etc.)
- Participate, as appropriate, in the implementation and administrative management of training initiative
- Participate, as appropriate, in actions to ensure the proper application of HR policies implementation
- Ensure staff adherence to internal rules and regulations, promoting a culture of compliance, respect, and accountability across the organization.

In Liaison Responsibilities

- Represent the organization in official communications with local authorities, ministries, and other stakeholders
- Ensure all required licenses, registrations, work permits, visas, and approvals are obtained and renewed on time
- Build and maintain strong relationships with government departments and relevant partners
- Support the organization in navigating administrative and legal procedures
- Attend external meetings as required and provide updates to relevant teams
- Assist in organizing official visits, workshops, and field missions when involving external coordination.
- Participate in organization registration renewal process and company registration process

REQUIREMENTS

REQUIRED PROFILE

Qualifications:

- Bachelor's degree in Human Resources, Public Administration, Business Management, or a related field
- Minimum 2–3 years of experience in HR and/or liaison roles
- Good knowledge of Myanmar labor laws and government procedures
- Strong interpersonal and communication skills
- Ability to handle sensitive issues confidentially and professionally
- Fluent in Myanmar language; English proficiency preferred
- Previous experience working with INGOs or NGOs
- Familiarity with compliance requirements for international projects
- Networking skills and the ability to work with diverse stakeholders

Preferred Skills and Qualities:

- Proficient in working with Microsoft Office (MS Excel, Word, Outlook) and HR systems/tools
- Good command of English and Myanmar (speaking and writing)
- Demonstrated ability to work in an organized and systematic manner
- Proven ability to work in a highly interactive team setting
- Analytical mind and committed to continued learning
- Patient, resilient and flexible
- Good interpersonal skills
- Strong integrity and honesty and high attention to detail
- Commitment to sustainable development
- Enjoys working in a multicultural environment

CONDITIONS

- Position: based in Yangon
- Status: Myanmar fixed term contract of 12 months, renewable
- Category 3 – Sub-category : Service officer
- Salary: depending on profile and experience and following the Geres Myanmar salary grid

TO APPLY FOR THIS POSITION

To apply, send your ENGLISH application (CV + Application) on the following email address: hh.aung@geres.eu and subject should be "2025_GMM_HR & Liaison Officer Position".

Application deadline: 30/04/2025

The application will be accepted on a rolling basis. Please kindly send your application as soon as possible.

Started date: May 2025