



Career with BRAC Myanmar

BRAC is an international development organisation working in different countries in Asia and Africa dedicated to alleviating poverty by empowering the poor and helping them to bring about positive changes in their lives by creating opportunities. Our mission is to empower people and communities in situations of poverty, illiteracy and diseases. Our interventions aim to achieve large scale, positive changes through economic and social programmes that enable women and men to realise their potential. In Myanmar BRAC is offering pro-rural and pro-poor services since 2014 with its holistic development model through its 700+ workforce in 85 branch offices in Yangon, Bago, Mandalay, Sagaing regions, Mon, Shan, and Kayin states and Union area Nay Pyi Taw. Through the microfinance plus approach BRAC here offers the opportunity for the people living in poverty specially women to have access to sustainable financial services with the aim to implement other development intervention in agriculture, healthcare and education. For details, <http://www.brac.net.net/myanmar>

Position Title: Assistant Manager, Talent Management (1 Post)
Job Location: Yangon Country Head Office
Report to: Head of HR and Training
Application deadline: 26th Jun 2025

Key Responsibilities:

- Assist in identifying high-potential employees and critical roles for succession planning.
- Coordinate talent review meetings and maintain talent pipelines.
- Facilitate the annual performance appraisal process, including goal- setting, feedback, and calibration sessions.
- Analyze performance data to identify trends and recommend improvements.
- Partner with HR teams to design and deliver training programs aligned with talent strategies.
- Track employee development plans and monitor progress.
- Support retention strategies, including recognition programs and career development discussions.
- Collaborate with recruitment teams to enhance employer branding for talent attraction.

Additional Responsibilities:

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.
- Adapt and support to achieve BRAC mission in terms of the social performance management objectives as well as the financial performance through its high valued workforce.

Competencies Requirements:

- Bachelor's degree in human resources, Psychology, Business Administration, or related field.
- At least 5 years of experience in related field
- Ability to align talent initiatives with business goals.
- Balances strategic talent work with HR operations
- Good knowledge in Microsoft word, excel, PowerPoint and data analytics skills
- Ability to travel to BRAC operations areas
- Female candidates are particularly encouraged to apply

BRAC is an equal opportunities employer



BRAC believes every one of its employees, suppliers, downstream partners, visitors, clients and community including children, youth and vulnerable adults that come into contact regardless of age, race, religion, gender, disability or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation. We guarantee assessment of candidates with disabilities who meet the essential requirements. **We are proud to be an equal opportunity employer** and will do everything possible to ensure that those who are suitable to work within our values and beliefs are recruited to work for us. Any personal persuasion will result in disqualification of candidature.

If you feel that you are the right match for the position, **please send an application to:**

Email: recruitment.myanmar@brac.net by mentioning **the application for Assistant Manager, Talent Management** position or hard copy can be delivered to: Human Resources Department, BRAC Myanmar, # No.17, Pyi Thar Yar Housing, Street p1,15 Ward, Yankin Township, Yangon, Phone: 01-8603578