



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: HR Officer (1 Post)
Job Location: Naypyitaw Regional Office
Report to: HR Manager
Application deadline: 28th May 2025

Key Responsibilities:

- Collect CV for different positions and make it ready when requesting from operation to be recruited, Get CV also from different branch offices as more suitable candidates are available in own township where our operations take place.
- Arrange interview processes by informing the candidates and interviewers, for both internal and external interviews and file all the interviewed candidates information.
- Responsible for staff orientation and coordinate with training team to give orientation for new joining staff and inform selected candidates with the details along with their joining dates.
- Ensure all staff personal files are updated and complete in both filing and uploading in ERP system.
- Responsible for end-to-end process of ERP System (new joining, probation completion, contract renewal, promotion, transfer, job separation) and prepare necessary documents and letters.
- Prepare monthly HR report for Upper Myanmar.
- Support Field team for need HR Support
- Provide support to align with Policy and system for ERP system to field team.
- Responsible for Exit interview end to end process
- To provide needed support to supervisor



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:

- Any bachelor's degree holder and relevant qualification in Human Resource.
- At least 3 years of experience with working in the field of HR.
- preferably within the microfinance sector.
- Willing to travel at various BRAC operating areas
- Good technic in employee relation
- Good communication with both written and oral in English and Myanmar.
- Capability to interact with employees at various levels
- Must have social relationship and good communication with the others
- Proficient in MS Office, including Word, Excel, Power Point
- Prefer female candidates

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 HR Officer** 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

Interested internal candidates are encouraged to apply by submitting their most recent CV. The CV should include detailed information on all job assignments, along with your BRAC PIN. Please send your application to Email: recruitment.myanmar@brac.net