

VACANCY ANNOUNCEMENT OF HUMAN RESOURCES OFFICER

World Concern is a US-based global disaster response and sustainable community development agency. Our mission is to transform the lives of those facing the most profound challenges of extreme poverty into lives of abundance through disaster response and sustainable development projects. Since 1995, World Concern Myanmar has been actively working in Kachin and Shan States, focusing on health, nutrition, food security, protection, clean water and sanitation, livelihood development, and environmental justice and protection.

We are seeking motivated, efficient, experienced and dedicated national employees to work with World Concern Myanmar in the following positions.

Position	: HUMAN RESOURCES OFFICER
Location	: Country Office, Yangon, World Concern Myanmar.
Reports to	: HR Manager (Head of HR Dept;), Country Office
Supervises:	: None

Why Join Us?

- **Make a Difference:** Be part of a mission-driven organization that impacts lives and communities.
- **Professional Growth:** Opportunities for learning and development in a supportive environment.
- **Collaborative Culture:** Work with a team of dedicated professionals who share your passion for helping others.
- **Comprehensive Benefits:** Enjoy a competitive salary and benefits package.

Key Responsibilities:

- **Role Statement:** To assist the HR Manager and provide administrative support to Human Resource functions of World Concern Myanmar. Support the program teams to fulfill the organizational mission, value and objectives of World Concern Myanmar.
- Assist in the implementation of the national staff policy manual and procedures. Make sure a mechanism is in place for tracking staff attendance. setup and updating of the data entry process.
- Assist in the recruitment process for all WCM offices and collaborate with the senior management team.
- Assist in Performance Development. Create and keep program-level training logs for each employee. Prepare and keep program-level training records for every employee.
- Ensuring all personnel salaries, benefits, and allowances are guaranteed by a monthly payroll. Update the employee insurance.
- Others
- Occasional visit (with HR Manager) to program offices especially when program office closure or trainings or new staff interview as necessary.

Qualifications:

- University degree or equivalent qualifications and HR related qualifications, if any, and at least over 1 year of experience in similar position, preferably, in INGO/ NGO.
- Able to work HR related functions.
- Basic Knowledge of tax calculation, payroll, fringe benefit and leave.
- Computer literacy (Excel, Word -Both Myanmar& English)
- Reasonable English language skills (Verbal & Written).
- To be well-travelled, when necessary.

- Able to provide necessary support and cooperation towards HR Manager.
- Ability to work under pressure and adapt to challenging conditions.

If you are passionate about making a positive impact and meet the qualifications, we encourage you to apply for this exciting opportunity!

Application process

Interested candidates **must** fill up **World Concern's applicationform** and attached CV, Covering Letter to the following address or E-mail address with supporting documents.

World Concern Myanmar (Country Office)

No. 7/36J, Golden Valley 1st Street, Golden Valley Ward (I), Bahan Township, Yangon.

Email: wcmhr@worldconcern.org

Due to the urgent nature of this position, applications will be reviewed on a rolling basis, and recruitment will be conducted as soon as a suitable candidate is identified.

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

Note: Application submitted without these details **WILL NOT** be considered.

Apply Now and be a part of something greater. Together, we can transform lives and communities.

Closing Date: 21 April, 2025