



Job Vacancy Announcement (09/ 2024)

Position Title	:	HR & Admin Officer
Number of Position	:	(1) post
Report to	:	Chief of Organization
Location	:	Yangon
Closing Date	:	09 th July 2024

Brief background of the TCDI

TCDI is a community peace and development organization dedicated to fostering and promoting community peace practices, community-led solutions, advocacy, and community resilience in order to create a peaceful and holistically developing society. It was established on May 7, 2011 under the name Human for Peace Social Services-HP.

In June 2013, HP had initiated Conflict Transformation Programmes in Arakan state by Establishing Public Centre-PC (Peace Infrastructure I4P) in Minbra and Mrauk Oo townships to promote peace education, tolerance, mutual understanding, and trust building among diverse ethnic groups.

HP has been engaged in a broad location and working for a holistic approach in Arakan state. Due to the name HP's difficulty in interacting with larger Arakanese communities, we changed the name of the organization to Thazin Community Development Initiative in 2014.

TCDI has developed a new strategy from 2023-2030 with focus on "**Strengthening prosperity and peace in Arakan state**" through the five pillars outlined below.

- 1) Community peacebuilding pillar
- 2) Educational Development services pillar
- 3) Livelihood and skills development pillar
- 4) Localization and CSOs development pillar
- 5) Humanitarian assistance and rehabilitation pillar

Purpose

The HR & Admin Officer is responsible for ensuring to be smooth the HR & Admin Operations of Thazin Group in line with the TCDI's policies & procedures.

1) Human Resource Management Responsibilities

- Arrange recruitment and selection process, staff onboarding process including employment contracts.
- Organize staff performance management/appraisal and staff resignation process.
- Conduct staff learning and development program.
- Conduct staff salary and benefit calculation.
- Arrange staff income tax payment, group life insurance.
- Manage staff office attendance and leave.
- Ensure employee personal files according to the HR procedures of TCDI.
- Collect & submit monthly reports and work plans of all staff of TCDI.
- Consult with the Senior Management Team for employment terminations & extension.
- Implement staff safety & security procedures
- Ensure that all the data regarding HR & Admin are recorded and filed.

2) Office Management

- Ensure that the efficient daily Operation (Office maintenance, Repairing faulty assets, Asset maintaining, Bill payments, Hospitality, Answering phones, Purchasing/ Ordering office supplies, etc) of all TCDI offices.
- Ensure organizational register and renewal process by communicating with the government departments.
- Arrange car and office buildings insurance.
- Manage and check for renting office space in line with the requirements of TCDI.
- Manage, check and record the incoming or outgoing mails.
- Organize to write & submit meeting minutes to admin & Logistics Assistant for all staff meeting that conduct weekly or occasionally.
- Manage petty cash of HR & Admin.
- Ensure that IT related assistance are well provided for all staff.

3) Networking

- Maintain the best relationship with the Government Departments, INGOs, LNGOs and Local Partner Organizations and Local leaders of TCDI.
- Collaborate with program team and finance team for related activities.

Required Qualifications

- Any diploma in HR & Administration management.
- Minimum 3 years of experience in LNGO/ INGO's HR & Administration management fields.
- Advance IT skill (Microsoft Word, Excel, Power Point, Internet, Email, etc).
- Good in the English Language with four skills.
- Understanding in Rakhine Context & language skill are preferred.

Personal Qualifications

- Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy.
- Must have good interpersonal communication and good financial management skills.
- Respect and regard on their relative organizations & partner organizations.
- Follow the HR rules and regulations of with the direct supervision of TCDI.
- Motivate and Flexible to learn new things.

Submission of Application

All qualified candidates are welcome to submit their application to ["hr.coordinator@tcdi.org.mm"](mailto:hr.coordinator@tcdi.org.mm) including a letter of interest, complete Curriculum Vitae with TWO References. Kindly indicate the post title in the subject line when applying by email.

Only the short-listed candidates will be contacted during the selection process.

The deadline for submission of applications is **09th July 2024.**