



Job Title: Admin-HR officer– Sein Lann Project

Location: Bogalay Township, Ayeyarwaddy Region, Myanmar

Reports to: Project Manager (Kyal Sin May Development Organization)

Application deadline: 12th May 2025

Project Focus: Improving food security, nutrition, and promoting gender-responsive, sustainable livelihoods for vulnerable households

About Kyal Sin May Development Organization

Kyal Sin May (KSM) is a women-led organization based in the Ayeyarwaddy Region, Myanmar, dedicated to empowering women and building resilient rural communities. Founded after Cyclone Nargis, KSM strengthens livelihoods through sustainable development initiatives, capacity building, gender empowerment, and support for women-led enterprises. KSM's programs focus on sustainable livelihoods, nutrition and community health, safe migration, disaster risk reduction, social protection for vulnerable groups, and emergency response. Through comprehensive programs and strong partnerships, KSM fosters socio-economic growth, environmental protection, and community resilience, contributing to a prosperous and inclusive future.

Position Summary:

The Admin and HR Officer will be responsible for supporting the administrative and human resources functions of the Sein Lann Project. The role involves managing project-related documentation, supporting HR processes, ensuring smooth operations, and facilitating effective communication among project staff. The Admin and HR Officer will work closely with the Project Manager to ensure the efficient operation of the project while adhering to organizational policies and donor requirements.

Human Resources Management

- Assist in the recruitment process for project staff, including preparing job descriptions, posting job advertisements, and coordinating interviews.
- Support the onboarding process for new employees, including orientation, documentation, and introduction to organizational policies.
- Support performance appraisals, including tracking staff performance and providing feedback to ensure development goals are met.
- Organize and support training and capacity-building initiatives for project staff.
- Ensure that HR records are maintained and updated regularly.

Compliance and Policies

- Ensure HR practices align with Kyal Sin May Development Organization's policies and local labor laws.



- Ensure compliance with the organization's PSEA (Protection from Sexual Exploitation and Abuse) policy and promote a safe, respectful work environment.
- Maintain accurate staff records, including contracts, timesheets, leave requests, and other HR documentation.

Administrative Support Office Management

- Ensure smooth daily operations of the project office, including managing office supplies, equipment, and facilities.
- Organize and maintain project documentation, including contracts, agreements, reports, and meeting minutes.
- Coordinate travel arrangements, accommodation, and logistics for project staff and visitors as needed.

Communication and Coordination:

- Act as the focal point for internal communication, ensuring effective communication among project staff and stakeholders.
- Coordinate project meetings, take minutes, and track action items to ensure follow-up.
- Support coordination of project-related events, workshops, and meetings.

Procurement and Logistics:

- Assist in the procurement process by preparing requests for quotations, liaising with vendors, and ensuring compliance with procurement policies.
- Maintain records of procurement activities, including contracts, receipts, and payment records.
- Coordinate logistics for project activities, including transportation, accommodation, and event management.
- Ensure the timely delivery of materials and supplies needed for project implementation.

Financial Administration:

- Assist in maintaining financial records related to administrative and HR expenses, ensuring they are within budget.
- Support the finance team with financial documentation and procurement processes as required.

Gender and Safeguarding:

Promote Gender Equality:

- Ensure that the project's HR and administrative functions are inclusive, promoting gender equality and the participation of women in all project activities.



- Adhere to safeguarding policies to ensure the safety and well-being of all staff and beneficiaries, with a focus on preventing sexual exploitation and abuse (PSEA).

Qualifications and Requirements:

- Bachelor's degree in Human Resources, Business Administration, Management, or a related field.
- At least 2 years of experience in administrative and human resources roles, preferably in a development or humanitarian context.
- Experience in managing HR functions such as recruitment, staff performance, and compliance with local labor laws.
- Familiarity with procurement processes and office management.
- Strong organizational and time-management skills.
- Good communication skills, both written and verbal.
- Ability to work independently and manage multiple tasks effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to maintain confidentiality and handle sensitive information.

Personal Attributes:

- Strong interpersonal skills with the ability to build relationships and work collaboratively with diverse teams.
- High level of integrity, professionalism, and attention to detail.
- Ability to handle pressure and prioritize tasks effectively.
- Commitment to promoting gender equality, safeguarding, and a respectful work environment.

Working Condition

The position is based in Bogalay Township, Ayeyarwaddy Region, with the possibility of travel within rural areas as required by the project.

To Apply: Interested candidates should submit an application letter, curriculum vitae (CV) with relevant documentation, and a recent photo. Applications should be sent via email to kyalsinmay.bgl@gmail.com, with the subject line clearly stating the position and location applied for. Only shortlisted candidates will be contacted. Kyal Sin May Development Organization is committed to fostering diversity and inclusivity and encourages all qualified individuals to apply.

Safeguarding and Ethical Conduct

Kyal Sin May Development Organization is committed to ensuring the protection and safety of all individuals, especially women and children, involved in its programs. We adhere to Protection from Sexual Exploitation and Abuse (PSEA) standards and expect all staff to comply with these ethical standards. The organization fosters a culture of respect, dignity, and inclusivity, and enforces policies that prevent and address any form of sexual exploitation, abuse, and harassment.