



# Future Light Youth Development Organization

*Bogyoke Road, Monywa Township, Sagaing Region, Ph 09-401504504, 09-942230099*

## VACANCY ANNOUNCEMENT

Date: 19-5-2025

Job Title	Admin and Human Resources Manager
Department	Admin and HR Department
No. of Position	1
Location	Sagaing Township
Employment Type	Full Time

### About FLYDO

Future Light Youth Development Organization is dedicated to fostering sustainable development in Myanmar, with a focus on utilizing local resources and enhancing community resilience. In a region facing environmental challenges, the organization works toward environmental protection, disaster relief, and socio-economic growth. By promoting inclusive approaches, they aim to empower local civil society organizations and nurture human potential, ensuring long-term development that benefits the community and strengthens its capacity to address pressing needs.

FLYDO Myanmar is now seeking for a suitable passionate national candidate for Program Manager Position at Sagaing Township.

### Position Overview:

The Admin and Human Resources Manager will lead, manage, and support a dedicated team of professionals within the Human Resources and IT support functions, playing a pivotal role in Safety and Security Management for the organization. This position is critical in fostering a productive work environment that promotes the development and well-being of employees while aligning HR practices with the strategic goals of Future Light Youth Development Organization (FLYDO).

Reporting directly to the Executive Director, the HR Manager will be responsible for implementing comprehensive HR systems and policies tailored to the local context, ensuring effective recruitment, employee development, and performance management. The role will also require frequent travel to program locations to support HR initiatives and ensure compliance with organizational standards.

### Key Responsibilities:

#### 1. HR Strategy and Policy Implementation

- Develop, implement, and review HR policies and procedures in line with local regulations and organizational needs.
- Ensure that HR strategies align with FLYDO's mission and objectives.

#### 2. Recruitment and Selection



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- Oversee the recruitment process, including job postings, candidate screening, interviews, and onboarding of new hires.
- Collaborate with department heads to understand staffing needs and develop job descriptions.

### **3. Salary and Benefits Administration**

- Manage the administration of salary structures, benefits packages, and compensation reviews.
- Ensure that compensation practices are competitive and in line with local market standards.

### **4. Performance Management**

- Develop and implement performance management systems, including setting performance standards, conducting evaluations, and providing feedback.
- Facilitate training for managers on effective performance management practices.

### **5. Training and Development**

- Identify training needs and develop training programs to enhance employee skills and performance.
- Support career development initiatives to promote employee growth and retention.

### **6. Safety and Security Management**

- Collaborate with relevant stakeholders to develop and implement safety and security protocols for the organization.
- Conduct regular assessments and training to ensure staff awareness and compliance with safety procedures.

### **7. Team Management**

- Supervise and provide support to the HR Officer and HR Assistant, fostering a collaborative and high-performing team environment.
- Conduct regular meetings to ensure alignment and address any operational challenges.

### **8. HR Reporting and Compliance**

- Maintain accurate HR records and reports, ensuring compliance with local labor laws and regulations.
- Monitor HR metrics and prepare reports for management on staffing, turnover, and employee satisfaction.

### **9. Employee Relations**



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- Promote a positive workplace culture through effective communication, conflict resolution, and employee engagement initiatives.
- Address employee concerns and grievances in a timely and professional manner.

### **Qualifications and Experience**

- Bachelor's degree in Human Resources, Business Administration, or a related field; a Master's degree or relevant professional certification (e.g., SHRM, CIPD) is preferred.
- Minimum of 5 years of experience in human resources management, with a focus on recruitment, performance management, and employee development.
- Experience in administrative management, particularly in a non-profit or development sector, is highly desirable.
- Strong understanding of local labor laws and regulations, as well as HR best practices.
- Familiarity with safety and security management practices within an organizational context.

### **Skills and Competencies**

- Excellent communication and interpersonal skills, with the ability to build relationships and effectively communicate with diverse stakeholders.
- Strong leadership and team management abilities, with a track record of developing and mentoring HR staff.
- Proficient in HR management systems and Microsoft Office Suite, particularly Excel for data analysis.
- Strong analytical and problem-solving skills, with the ability to make data-driven decisions.
- High level of organizational skills and attention to detail, with the ability to manage multiple priorities and meet deadlines.
- A commitment to fostering a diverse, equitable, and inclusive workplace culture.
- Excellent command of English and Myanmar, with strong translation skills in both written and spoken forms.

### **Personal Attributes**

- Passion for community development and alignment with FLYDO's mission and values.
- Strong ethical standards and the ability to handle sensitive information with confidentiality.
- Adaptability and a proactive approach to managing challenges and changes in a dynamic environment.

### **Working Conditions**

- Based in Sagaing Township, with potential travel within Myanmar as required by the project.



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**To Apply:** Interested person should submit the application letter, curriculum vitae with relevant documentation and a recent photo to the [flydomyanmar@gmail.com](mailto:flydomyanmar@gmail.com). If sending your application via email, please mention the position and location applied for in the subject line.

FLYDO has a zero-tolerance policy towards sexual exploitation, abuse, and harassment (PSEA). All staff are expected to uphold the highest standards of behavior and comply with FLYDO's PSEA policy at all times. Breaches of this policy will result in disciplinary action, up to and including termination of employment.

Only short-listed candidates will be contacted. Future Light Youth Development Organization is committed to fostering diversity and inclusivity and encourages all qualified individuals to apply. Future Light Youth Development Organization is committed to diversity and inclusivity.