



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVY202406

Senior HR Officer

Yangon

Duration: 6 months with possible extension

Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

GENERAL ASSIGNMENT:

Participate in the HR management and administration follow-up of international staffs.

TASKS & RESPONSIBILITIES

Objective 1: Ensure administration follow-up of international staffs

- Check contract dates and inform the HR HoD of their expiry date;
- Establish administrative documents related to employment contracts;
- Provide information for expat follow-up report;
- Prepare documents for payments (Per-diem, COLA, Security envelope, child allowances, ticket reimbursement etc.)
- Keep up to date the administrative follow-up reporting documents for international staffs' movements and ensure a good and systematic archiving.

Objective 2: Manage administrative procedures regarding international staffs

- Ensure the legal administrative documents process for international staffs and HQ visitors;
- Ensure the implementation on all the administrative proceedings;
- Liaise with respective embassy for an expat information;
- Conduct or participate in the expatriates' arrival briefings (movements, guesthouse, health, etc.);
- Participate in resolving administrative problem in the country when required;

Objective 3: Participate in the movements management

Working closely with the Liaison Manager

- Organise travel plan of staffs (travel on field, arrival, departure, training, etc.);
- Arrange for the accommodation
- Update the movement follow up reporting document and ensure its proper communication to the teams;



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Objective 4: Contribute to the well-being of staffs

- Manage and supervise the cleaning in office, office's compound and guesthouse
- Manage the leave plan of cleaner and making required arrangement when s/he is on leave

Objective 5 : Take part in human resources management follow up

- Participate in the recruitment of staff
- Crafting of job adverts for review by Deputy HR HoD
- Take part in the consolidation of applications
- Coordinate interviews/ prepare for interviews with respective departments
- Participate in interviews as delegated and write reports/summaries for interviews attended
- Take part in the reference checking as delegated
- Draft contracts under delegation for review and ensure all RRF are fully signed before contracts are signed

Objective 6: HR Administration

- Ensure all Yangon staff files are up to date
- Make the first review of medical claim forms before sharing with Deputy HR HoD and review authenticity of the documents
- Ensure all staff have IDs including at the point of recruitment
- Follow up the travel plan and organize accommodation for visiting expat staffs in Yangon.
- Organizing of flight booking and ticket purchasing.
- Participate in inter-NGO meetings when assigned.
- Contact partners when required to ensure the collection of external information.
- Assist in engaging with the Government Department as delegated

Demonstrate personal commitment in promoting Gender Equality/ ACF Gender Minimum Standards and Safeguarding

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

DEGREE AND SKILLS REQUIRED

- Degree in HR, Administration or any related topic.
- At least 3 years of working experience in Human Resources/Administration;
- Previous experience in the Humanitarian sector is an asset
- Knowledge of the administration and visa process
- Competent user of Microsoft Office, email and internet
- Good command in English
- Professionalism
- Sense of confidentiality
- Strong organisation and communication skills
- Personal commitment in promoting Humanitarian Principles and Gender Equality is strongly appreciated.



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HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked).

To:

ACF Yangon Office: No.99/F (3), U Aung Kain Street, Than Lwin Road, Bahan Township, Yangon.

Via an email: recruitment@mm-actioncontrelafaim.org

CLOSING OF APPLICATION: 5th July 2024, Friday (5:00 PM)

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.
- Women are strongly encourage to apply.