



No. (7), Room No. (202), AMPS Moe Kaung Condo, Moe Kaung Road,  
(13) Quarter, Yankin Township, Yangon.

Phone: 09 798424123

Email: [myanmar youthstars.mys.mm@gmail.com](mailto:myanmar youthstars.mys.mm@gmail.com)

Facebook: [www.facebook.com/MyanmarYouthStars](https://www.facebook.com/MyanmarYouthStars)

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## Myanmar Youth Stars Network (MYS)

### Internship Opportunity – Admin & HR Department

Location: Yangon | Duration: 3 Months with possible extension

Type: Full-Time

Are you a motivated student or recent graduate interested in nonprofit work?

Do you want hands-on experience in human resources and office management?

Join the Myanmar Youth Stars Network as an Admin & HR Intern and build practical skills while contributing to youth-led development!

#### About MYS

Myanmar Youth Stars Network (MYS) is a national youth-led organization working to empower key populations and marginalized communities across Myanmar. We support youth leadership, public health, and civil society strengthening through inclusive and rights-based approaches.

#### Internship Responsibilities

- Organizing staff recruitment files and scheduling interviews
- Supporting onboarding and orientation for new staff
- Assisting with inventory checks, meeting logistics, and office supplies
- Filing documents, updating leave records, and supporting benefit tracking
- Helping with translations and communication as needed

#### Eligibility Criteria

- University student or recent graduate (Admin, HR, Business, or related)
- Basic Microsoft Office skills (Word, Excel)
- Organized, responsible, and eager to learn
- Respect for confidentiality and professional ethics
- Strong communication in Burmese (English is a plus)

#### Benefits and Support

- Certificate of Completion and reference letter
- Mentorship and on-the-job coaching from senior staff
- Flexible working hours for students
- Participation in internal trainings, meetings, and staff events



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- Transport or lunch allowance (if budget allows)
- Access to workspace, internet, and office facilities

## How to Apply

Please send your CV and a short cover letter (max 1 page) to:

**Email: [myanmaryouthstars.mys.mm@gmail.com](mailto:myanmaryouthstars.mys.mm@gmail.com)**

Subject line: “Application for Admin & HR Internship – [Your Name]”

Deadline to apply: 31 – May - 2025

For more information, contact the MYS Admin & HR team at the email above.

We strongly encourage applications from young people of diverse backgrounds, including those from key populations and ethnic minority communities.