



Myanmar Red Cross Society

HR-VA No.093 – Human Resources Assistant



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Human Resources Assistant

No. of Post	: 1 Post
Report to	: HR Officer
Department	: Human Resources Department
Duty Station	: Nay Pyi Taw/Yangon
Grade	: C-1
Benefits	: Salary + Insurance + Monthly Allowances+ Periodic Allowances+ Training + Communication charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave+ Substituted Leave
Period	: Till at the end of 2025 and possible extension

Application Deadline : 13-June-2025 to 18-June-2025, 16:30 p.m.

Brief Intro About Department or Program: Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. **Human Resources Department of Myanmar Red Cross Society (MRCS)** was set up in 2010 and responsible for recruitment and selection, compensation and benefit, staff insurance, policy development, training and development, performance management, legal compliance, and staff database for more than 500 employees around Myanmar.

The Earthquake Operation under the Myanmar Red Cross Society (MRCS) is a dedicated emergency response initiative designed to address the urgent humanitarian needs resulting from the recent earthquake that has impacted multiple regions across Myanmar. Coordinated with support from both domestic and international partners, the operation aims to provide timely and effective assistance in key sectors such as shelter, health, water and sanitation, livelihood recovery, and protection services. **The Earthquake Operation is managed under the Mandalay Earthquake Relief and Recovery Operation (ERRO) Team**, working in close collaboration with MRCS internal departments, branches, volunteers, and communities to ensure a well-coordinated, people-centered response aligned with MRCS's strategic priorities and operational guidelines.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-IFRC (EQ)/Human Resources Assistant for NayPyiTaw/Yangon/Human Resources Department (13/6/2025)



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Purpose of the Position

The Human Resources Assistant is expected to participate in all fundamental activities carried out by the Human Resources Department and to execute the instructions of relevant supervisors promptly and proactively.

Duties and Responsibilities

Recruitment & Selection (R&S):

1. To assist in preparing job advertisements and posting vacancies on various platforms.
2. Schedule and facilitate interviews, tests, and other recruitment-related activities.
3. To Maintain and update the applicant tracking system (ATS) and recruitment database.
4. To communicate with candidates regarding interview schedules, outcomes, and onboarding procedures.
5. To conduct reference checks and assist in background verification processes.
6. To prepare recruitment reports and maintain accurate records of recruitment activities.
7. To support new hire onboarding including preparation of documents, induction scheduling, and orientation assistance.

Training & Development:

8. To assist in identifying employee training needs through surveys, feedback, and performance evaluations.
9. To support the development and implementation of training plans and calendars.
10. Coordinate logistics for training sessions including venue booking, material preparation, attendance, and feedback collection.
11. To maintain accurate training records and update the training database regularly.
12. To assist in evaluating training effectiveness and preparing summary reports.

General HR Administrative Support:

13. To assist with HR documentation including contracts, offer letters, and personnel files.
14. To maintain confidential and organized employee records and HR databases.
15. To provide general administrative support to the HR department as needed.

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Skills, Competencies and Requirements

- Must be University graduate
- Should have completed coursework or training related to Human Resources
- Must be in good mental and physical health
- Proficiency in computer applications is required, with the ability to perform advanced calculations using Microsoft Excel
- Flexibility to work during both day and night shifts in emergency situations is essential.
- The ability to perform effectively under pressure and in high-stress environments is required.
- Strong skills in writing reports
- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent is preferred
- Red Cross Volunteers and females are encouraged to apply

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri,

Nay Pyi Taw.

Email: mrcshrrecruitment@redcross.org.mm (or)

Branch Office:

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botahtaung Township, Yangon. (or)

For more information and application, please visit to the www.redcross.org.mm

Only short-listed candidates will be contacted for a personal interview.

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