



Myanmar Red Cross Society

HR-VA No.092 – Human Resources Officer



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 Officer

No. of Post	: 2 Posts
Report to	: Deputy HR Manager
Department	: Human Resources Department
Duty Station	: Nay Pyi Taw/Yangon
Grade	: D-2
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 Officer for NayPyiTaw/Yangon/Human Resources Department (13/6/2025)



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Purpose of the Position

The purpose of HR Officer is to effectively manage the end-to-end recruitment and selection process, support human resource development initiatives, and ensure the accurate implementation of compensation and benefits in alignment with MRCS policies. The position also plays a key role in performance management, HR data handling, interdepartmental coordination, and reporting. Additionally, the role contributes to maintaining and updating HR procedures, facilitating employee orientation, and supporting capacity-building efforts across the organization.

Duties and Responsibilities

Recruitment & Selection

1. Handling of Recruitment and Selection process at Head Quarter, and field level including interview which are based on requirements.
2. Carry out briefing orientation programme for new employees.
3. Ensure all the documents related to recruitment and selection process are maintained in line with MRCS HR practices in regular manner.

Development

4. Develop and keep up to date policies and procedures relating to recruitment and selection processes.
5. Support Assistant HR Development Manager in developing and upgrading, MRCS standard operation procedure practises to attract and identify suitable candidates for vacancies and human resources plan.

Compensation and Benefit

6. Ensure to implement staff insurance policy and procedures in detail manners such as preparation, calculation, reporting and claimant.
7. Ensure to make the detail calculation of salary and benefit based on performance review.
8. List for due increment, in timely manner.

Performance Management

9. Distribute and inform to staffs, supervisors and department head to evaluate performance for Periodically of MRCS practices.
10. Collect evaluation form and check with performance appraisal guide line.

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11. Check and validate to get approval and prepare needed document to issue office order.

Data Entry

12. Entry the data, keep all the records and documents in the HR office filling system.
13. Record and analysis staffs' performance data.
14. List for staff promotion, termination, end of contract, outstanding, need training for capacity development based on annual performance evaluation.

Coordination

15. Coordinate and collaborate with other Departments to assist HR related matter.
16. Coordinate with HR Officers (performance management, HR development, compensation benefits and data base) to ensure HR recruitment and selections practices are aligned with other human resources functions of MRCS.

Reporting

17. Prepare monthly report including recruitment status, challenges and recommendation.

Others

18. Assist to organize, provide, and facilitate awareness raising workshop/ training/ meeting to all staff members regarding the HR policies and procedures, if needed
19. Perform any other duties assigned by Deputy HR Manager and Operation Coordinator.

Skills, Competencies and Requirements

- **Must be University graduate**
- Relevant Diploma or certificate
- Minimum 2 years of experience in Human Resources
- Knowledges of overall HR functions
- Effective presentation skill and facilitation skill
- Excellent computer literacy and data management skill.
- Ability to handle confidential information with integrity.
- Strong skill in numerical recording, data maintenance.
- Strong interpersonal and communication skills.
- 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

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- 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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