



Vacancy Announcement

Job Title: People & Culture Specialist (Re announcements)

Location: Head Office Yangon

Are you ready to use your skills and expertise to make a lasting impact on children's lives and empower communities? VisionFund Myanmar is seeking a dynamic, hands-on leader with a proven track record of growing organizations in complex environments.

Since 1998, we have been providing microfinance and other financial services to underserved communities in Myanmar. Our work supports small business owners in creating or expanding their ventures through accessible and affordable credit.

VisionFund Myanmar takes our Safeguarding responsibilities seriously and is committed to providing an environment that is safe from harm or abuse for adults, including clients, as well as children. Candidates will undergo criminal record and background/reference check prior to employment.

Position Purpose

- The P&C specialist (Compensation & Benefit) is the focal person for the P&C department financial accountability with regards to all compensation and benefits including verification of time sheets/payroll statements, insurance, end service benefits and other allowances according to HR policy manual. This role will be responsible for maintaining strong working relationships with both external partnership and inter-organization including all financial staff from branch offices.

Key Responsibilities

- Ensure accuracy and accountability for all P&C payroll/compensation decisions and procedures.
- Ensure timely and accurate P&C-related financial processes including payroll and other employee benefits.
- Support in reviews and analysis of Compensation and Engagement staff surveys & provides recommendations to strengthen total rewards system and implementation/modification of HR policies & procedures that reflect best practice compensation principles.
- As directed, participate in the investigation and resolution of ongoing employee relations problems regarding payroll/ compensation, anticipate problems whenever possible, and develop, recommend, and initiate appropriate steps for resolution.
- Ensure all Personal Income Tax updates are completed before processing the monthly payroll, working closely with the hired tax service agent.

About you

- Bachelor University Degree preferably in Human Resources Management or Business Administration with emphasis in HR or knowledge of specialized principles or techniques equivalent to those that would normally be obtained through a college/university academic program
- One year work experience in human resources management or related job nature
- Detail oriented, mature professional with an able to maintain confidentiality; ability to work under pressure to meet reporting deadlines
- Ability to influence decision making in their area of concern
- Demonstrates ability to establish and sustain internal and external work relationships

If you believe you have exceptional talent and a promising future with our company, we encourage you to submit your CV to vfm_hrd@visionfund.org and please also fill through this online link [VisionFund Myanmar Application Form – Fill out form](#)

Stay updated on our latest career opportunities! Join our community on:

- **Contact us on Viber:** 09 886 786 980
- **Viber Channel:** <https://shorturl.at/63Rjg>
- **Telegram:** <https://t.me/vfmyanmar>

The application deadline is Oct 19, 2026.

Only candidates selected for shortlisting will be contacted.