



## **Senior Human Resources and Administrative Officer**

**Date: 2<sup>nd</sup> May 2025**

We are currently recruiting a Senior HR and Admin Officer position, directly reporting to Human Resources Manager.

**This position is based in Yangon, 10% travel to implementation areas.**

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

### **About Relief International**

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

### **Main purpose of the role**

Under the direct supervision of the HR Manager, the **Senior Human Resources and Administrative Officer** will provide necessary assistance to ensure the development and implementation of human resources and administrative support to Yangon and field offices staff.

Maintain good coordination and collaboration with two Ministries and departments for international staffs' visa, FRC, form C applications, approval and extension. Effectively support for buying of air ticket, bus ticket and booking and arranging of accommodation for staffs.

### **Key Responsibilities**

#### **Accountability and Complexity**

- Ensure an effective and efficient recruitment process for national recruitment, manage the HR administrative responsibilities like personal filing and regular updating in one-drive for audit readiness. Ensure all staff are aware of HR policies, procedures, and practices through orientation and policies refresher training and provide a standard orientation/induction schedule, welcome package, and briefing plan for new hires with the respective line manager. Maintain good working relationships with other departments.
- Ensure effective and efficient support for the administrative role and responsibilities of record keeping and sending, coordination and arrangement, transportation, and accommodation arrangements for staff.

#### **Administration management**

- Systematic filing incoming and outgoing mail and letters from different stakeholders including relevant government department.
- Submit a letter to the relevant ministry for visa requisition and extension processing for international staff.

- Travel requests and cancellations to the relevant ministry for international staff
- FRC request and extension
- Form C process after visa approval
- Coordinate and support all offices from Yangon to the southern and northern Shan and Rakhine operating units in resolving day-to-day administrative work assistant.

#### **Transportation and Accommodation arrangement**

- Organize travel arrangements for all staffs and booking conference calls, rooms, taxis, couriers, hotels etc. Greeting and assisting visitors to the office.
- Air and bus ticket purchasing - quotation, booking and issuing for Yangon, Shan, and Rakhine staff.

#### **Responsible for HR management**

##### **Recruitment Process**

- Take overall responsibilities of recruitment process as per RI standards and implement by HR policies and procedure
- Ensure that all recruitment procedures are carried out in fair and transparent manner in accordance with the recruitment policy and procedure
- Determines applicant qualifications, attitude and behavior by interviewing applicants; analyzing responses, relevant with required job standard and requirement
- Verifying references from the candidate's referee lists prepare and send reference from to referees.
- Prepare vacancy announcement for new and existing positions up to officer levels and advertise/post in, and send mail to INGO, NGO, Local organizations and other networks
- Long lists/short lists or scanning together with recruiting request managers or supervisors based on the positions TOR and relevant personal specification.
- Organize interview panels, sit up to officer level interviews for all positions, make sure for fair & equity scoring and select the right candidate with the panel.
- Prepare recruitment assessment form, report to HR Manager for salary scale and final decision.
- Negotiate salary scale with the candidate, prepare and send Job offer to the candidate

##### **Orientation**

- Prepare standardize orientation/induction schedule for new hire
- Regular update orientation package and policies signing if there is any changes and new joining
- Take responsibility for the preparation of a standard orientation and induction schedule for all new hires on a rolling basis among the RI HR team.
- Organize other operation departments' orientation and ensure assigning different levels to different people (for example, if we give orientation to the management level, at least the coordinator level and above need to give orientation to them).

##### **Audit readiness (personal files, Leave, Timesheet and attendance)**

- Collect and check the all the staff's timesheet, leave and attendance from all field offices with relevant to correct project and budget code for audit readiness.
- Make sure all the attendance sheets are in line with the timesheet and leave form
- Ensure standardised filing systems of HR-related documents and internal auditing, especially staff personal files, regularly update if there is additional information for the staff in one-drive

##### **RI Staffs Performance Evaluation (RI Excel)**

- Ensure that line supervisors conduct performance evaluations on time according to the performance evaluation policy and guideline, regularly follow up to staff and supervisors
- Monthly send RI Excel status report to HR Manager

#### **Others**

- Perform any other tasks assignment and additional tasks or support as requested.
- If HR gap in township, flexibilities to fill gap period in targeted areas

#### **Behavior and conduct**

- Ensures that behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

#### **About You**

You will bring the following experience and skills

#### **Essential criteria**

- A university degree with minimum 4 years working experience HR and Admin in INGO field
- Good communication skills, fluency in both written and spoken English
- High level administrative and organization skills
- Must be detail-oriented and able to work independently.
- Strong knowledge of Myanmar Labour laws and regulation is required.
- Good judgment, initiative, high sense of responsibility, and sensitivity to different cultures.
- Demonstrated ability to handle confidential and sensitive information with discretion and integrity.
- Proven ability to work collaboratively in a team environment, fostering positive working relationships with colleagues and stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with HR software or databases.

#### **Desirable criteria**

- Good interpersonal skills and pleasant personality
- Able to work under stressful situations.
- Able to plan and manage a variety of activities, setting appropriate priorities.
- Ability to adapt to changing priorities and work under pressure in a fast-paced environment.
- Flexible approach to work and willingness to take on additional responsibilities as required.

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**How to apply :** To apply for this post, click on the "[link](#)" button in the job advert page and send to [hrrmm@ri.org](mailto:hrrmm@ri.org), quoting "Sr.HR and Admin Officer, Yangon" in the subject line. **Closing date: 9<sup>th</sup> May 2025**

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page; three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.