

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for **People & Culture Officer** position based in Yangon, Head Office. Please see the following detailed information.

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**

TITLE: People & Culture Officer (Payroll & HRIS)	
TEAM/PROGRAMME: Human Resources	LOCATION: Head Office, Yangon
Number of Position: 1 GRADE: NAT-4	CONTRACT LENGTH: Fixed Term
CHILD SAFEGUARDING: Level 1: the post holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory for this post unless the content of the post changes, in which case the Child Safeguarding level should be reviewed.	
ROLE PURPOSE: The People & Culture Officer s responsible for managing the payroll process, ensuring accurate and timely salary payments, and maintaining compliance with tax regulations. This role also involves maintaining and optimizing the HRIS System (Oracle, On-desk & Agresso) to support effective payroll management, staff personal data integrity, leave reconciliation, and accurate reporting.	
SCOPE OF ROLE: Reports to: P&C Manager Direct Reports: N/A	
KEY AREAS OF ACCOUNTABILITY : Payroll and Taxation Management ▪ Ensure accurate and timely monthly payroll processing across both manual and payroll systems, including calculations, deductions, adjustments, reconciliation, and additional claims such as loans, advances, leave without pay, and applicable allowances, while also ensuring e-payslips are distributed to all staff on a monthly basis. ▪ Coordinate with Recruitment teams to confirm payroll data (new hires, transfers, promotions, terminations) and meet deadlines. ▪ Prepare and document staff annual increments, ensuring alignment with policy and keep increment letters in personnel files.	

- Ensure process final payments for leavers (resignations, contract ends, redundancies) in coordination with recruiters, finance, and staff.
- Ensure compliance with national and international tax laws and statutory deductions, stay updated on regulatory changes, coordinate with finance on IRD tax claims liaison, and maintain annual income tax schedules.
- Ensure accurate monthly staff insurance data reporting and coordinate regular premium payments with the insurance agency and finance team.

Staff Data Management

- Ensure monthly staff lists against payroll reports and cross-reference employment data across ON-DESK payroll and ORACLE systems; submit a consolidated monthly staff list report at HR Hub twice monthly, following the established schedule (15th and end of each month)
- Maintain up-to-date staff benefits-related data, including family information, next of kin, and contact addresses within On-Desk, and provide this data to Administration, Recruitment & Selection, and Field Office teams upon request to support operational needs.

HRIS Administration (ORACLE and ON-DESK)

- Ensure accurate data entry and generate report for all staff information, regularly updating on-desk profiles (employment and personal data).
- Run the reports and coordinate with the HR Recruiters to ensure its smooth operation and on tracking of staff movements; new, transfer, promotion and run termination for Oracle HRIS update process.
- Complete monthly termination processes within Oracle HRIS, including termination actions, separation data entry, and record updates for all offboarding staff.
- Prepare Monthly/quarterly or annual data reports and analysis data for Turnover, leaver analysis, and support to HRC for the people scorecard and staff related analysis based on requirements.
- Prepare and share leave balance reports with field HR focal points twice per year or upon request, while coordinating with the Finance department on annual leave reconciliations and monthly leave accrual processes using ORACLE reports.
- Coordinate with Payroll system team and IT team for troubleshoot and resolve any issues related to payroll system and take action for HRIS Payroll system.
- Maintain data accuracy and completeness on the HRIS systems (ORACLE & On-Desk), ensuring high-quality results and KPI maintenance.

Compliance and Communication

- Ensure compliance with data protection regulations. Maintain the documents, Personal filing and keeping required documents for audit purpose.
- Provide payroll data and necessary documents for audits and management reviews as needed
- Support in internal and external payroll audits. Ensure adherence to HR policies, labor laws, and tax regulations.
- Address payroll-related queries from employees, resolve discrepancies, and ensure timely communication regarding salary, taxes, and deductions.

HR/ Partner Capacity Building and training

- Provide HR function induction and HR capacity building training to field HR.
- Support for partner assessment process, cross functional monitoring visit and partner capacity building based on SCI HR Compliance requirements.

Child Safeguarding Responsibility:

- Ensure that staff providing all beneficiaries of your programme with ongoing, age-appropriate verbal or written information in relevant languages about Save the Children's Child Safeguarding Policy and Code of Conduct BEHAVIOURS

BEHAVIOURS (Values in Practice)
Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity.
- Always acts in the best interests of children.

EXPERIENCE AND SKILLS:

- Bachelor Degree in Business Administration or with relevant HR Diploma/ accounting or Certificate is preferable
- Proven experience in payroll processing and tax compliance.
- Familiarity with HRIS systems and proficiency in payroll software.
- Strong understanding of local labor laws, tax regulations, and statutory requirements.
- Attention to detail, accuracy, and strong problem-solving skills.
- Excellent communication and organizational skills. Proven team working ability.
- Good communications skills, including English language ability.
- Commitment to and understanding of Save the Children' aims, values and principles.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.
Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.
Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below: To Apply: Click here Closing Date: 19 Oct 2026 (Monday) 5:30PM (MMR) Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted. Remark: For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for shortlist.