



**Myanmar Health Assistant Association**  
**Vacancy Announcement**  
**(VA – 022/2025 MHAA-HR)**

<b>Position Title</b>	Admin and HR Manager
<b>No of post</b>	1 Post
<b>Department/Project</b>	Admin and HR Department
<b>Location</b>	Base in Yangon-HQ
<b>Report to</b>	Program Director
<b>Grade</b>	G
<b>Application Deadline</b>	30 April 2025

Myanmar Health Assistant Association (MHAA) is organized with Health Assistants and is a national association of public health professionals striving towards accessible and equitable quality public health services through health promotion, prevention and control of diseases. MHAA stands as a united, independent organization earning public trust and international recognition. MHAA works in Myanmar to execute health programs that focus on strengthening and enhancing community access to coordinated, effective, and comprehensive health care services. MHAA is actively implementing programs in 94 townships of Myanmar in the areas of disease control, RMNCHN, WASH and emergency response. Accountability, respect for human dignity, empathy, non-discrimination, integrity, and professionalism are among the MHAA's core values. Please visit [www.myanmarhaa.org](http://www.myanmarhaa.org) to learn more about the MHAA.

**Position Summary**

The Admin and HR Manager, who reports to the Program Director, is in charge of planning, drafting HR policy, and overseeing all HR activities. The Admin and HR Manager is expected to collaborate closely with other departments in order to

help the organization foster a culture of energy, creativity, and excellence.

In addition, he or she will handle all administrative matters in the Yangon headquarter office and monitor administrative activities, ensuring that administrative operations have a good impact and directly managing HR and administrative staff at the headquarter.

### ***Specific Duty and Responsibility***

#### ***(1) Human Resource Management***

##### ***Policy***

- ❖ Develop, implement, and enforce SOPs, which include safeguarding the physical and psychosocial work environment, as well as policies and procedures.
- ❖ Assume a leadership role in dealing with internal and external auditors in regards to HR rules and procedures.
- ❖ Coordinate management training and provide guidance to department managers on all HR policies and processes, including contracts, benefits, interviewing, hiring, terminations, promotions, performance evaluations, safety, and sexual harassment.

##### ***Recruitment***

- ❖ Manage all project staff and consultant recruitment and onboarding activities, ensuring that they are completed in a timely, objective, consultative, fair, and transparent manner, with the most relevant and valuable candidates being identified and considered for all openings, regardless of race, ethnicity, religion, gender.

##### ***Orientation***

- ❖ Facilitate the orientation and induction process for all new employees, including scheduling induction programs (a schedule of induction programs) and giving HR policy orientation.

##### ***Performance and Retention***

- ❖ Liaise with line managers to ensure that staff appraisals are completed in all offices.
- ❖ Confirm probationary periods in a timely manner.

- ❖ Prepare staff termination notice and accompanying documentation, as well as conducting exit interviews to determine reasons behind terminations.
- ❖ Coordinate exit management procedure to ensure a smooth and positive transition for departing employees.

### ***Salary and Benefit***

- ❖ Establish the wage and salary structure, pay policies, and supervise the organization's variable pay systems, such as bonuses and raises.
- ❖ Lead the organization HR system's ongoing and organized deployment, including employee benefits, remuneration, employment regulations, documentation, and exit.
- ❖ Liaise with the Finance Department to ensure timely payroll administration, including notifying them of any changes to personnel contracts or payments that should be reflected on the monthly payroll.

### ***(2) Administration and Compliance***

- ❖ Lead for the seamless running and operation of the office management (e.g. secretary, premise maintenance, etc...)
- ❖ Supervise and manage the reception process in the headquarters office.
- ❖ Supervise the vehicle management team, as well as the security guards and cleaners.
- ❖ Ensure proper setup and condition of the premises, including office equipment and furnishings.
- ❖ Organize travel and hotel arrangements for all SMT members and program leads, as well as events in Yangon, including meeting schedules, with the help of the admin team.
- ❖ Manage administrative files and records, such as receiving mail and distributing authorized documents, to keep them up to date.
- ❖ Ensure that the organization is in complete compliance with local taxation laws, and deal with the Internal Revenue Service on staff income taxes.

### **(3) Reporting**

- ❖ Review and submit monthly recruitment reports to supervisor.
- ❖ Supervise the HR and administrative teams in order to keep track of employee leave accrual, individual service contracts, and timely administrative reports on a monthly basis.
- ❖ Provide comments on HR and administrative matters for the organization's annual report with the coordination of other departments and SMT.

### **(4) Other**

- ❖ Collaborate with the Senior Management Team to develop an HR strategy for the organization that is in keeping with the mission of the organization.
- ❖ Creating and Putting a Staffing Plan in Place.
- ❖ Represent the hearings and investigations as requested.

### **Skill and Requirement**

- ❖ Bachelor's degree in Human Resources, Business Administration, or a related field, preferably with a Master's degree in HR Management/ Public administration.
- ❖ At least five years of experience in HR management, preferably in NGOs/INGOs.
- ❖ Fluency in both written and spoken English.
- ❖ Proficiency in Microsoft Office and a working knowledge of relevant program software.
- ❖ Ability to work effectively with multi-disciplinary and multi-cultural people, demonstrating open-minded, good communication skills, ability to listen and diplomacy.
- ❖ Strong Interpersonal and organizational skills with ability to manage staff.
- ❖ Ability to travel to field Project Areas.
- ❖ Ability to work systematically, accurately, independently and under pressure.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.

## **Application Instructions**

Candidates should submit their application, including their curriculum vitae and application letter, in one attached file (either Word or PDF file), to the Myanmar Health Assistant Association at **hr.recruitment@myanmarhaa.org**, quoting "**Admin and HR Manager VA-022/2025 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **April 30, 2025** Myanmar time.

- ☐ **Application will not be successful if applied position is not mentioned correctly.**
- ☐ **Only short-listed candidates will be contacted for interview. Telephone query will not be answered.**
- ☐ **Application received after the closing date and time will not be considered.**

### **HR Unit**

**Myanmar Health Assistant Association (MHAA)**

**TB Hospital Road, Aung San, Insein Township, Yangon, Myanmar.**

**Phone: (+95) 9409832273**

**Email: [hr.recruitment@myanmarhaa.org](mailto:hr.recruitment@myanmarhaa.org)**

MHAA is an equal opportunity employer. We welcome applications from all qualified candidates, regardless of race, ethnic origin, religion, age, gender, sexual orientation, or disability. MHAA has a zero-tolerance policy on fraud and corruption, sexual exploitation, harassment, and abuse, and expects the commitment of its employees to the MHAA Code of Conduct including child protection.