



(Vacancy Announcement)

Human Resource Officer- 1 Position

Job Level – (H.2)

Duty station – Yangon, Myanmar

Duration: 8 Months (possible extension)

VA :2025-HI-011

Organization:

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid. HI works to meet the needs and defend the rights of children, women, and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide. Our work has benefited several million people.

Humanity and Inclusion in Myanmar

In Myanmar the first operations date back to 2008, following cyclone Nargis. The emergency response program closed at the end of the response operations. In 2013, HI reinstalled an intervention program, and focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:

- **Emergency Response** – Basic Needs and Inclusive Humanitarian Action
- **Armed Violence Reduction** – EORE, Contamination Impact surveys and Victim Assistance Efforts
- **Inclusive Health** – Rehab, MHPSS, Early Childhood Development and Access to Services
- **Inclusive Preparedness** – Disaster Risk Reduction and Logistics Analysis
- **Inclusive Opportunities** – Inclusive Education and Inclusive Livelihoods

In 2024, the HI Myanmar / Thailand program will be integrated into the HI Southeast Asia program, gathering Cambodia, Lao, Vietnam and the Philippines.

For more information on the organization, please see:

- Humanity and Inclusion website: <https://www.hi.org/en/index>
- the online presentation of the organization: <https://www.youtube.com/watch?v=3p2OWI6T3AY&t=127s>
- Follow us on Facebook: <https://www.facebook.com/HIMyTh/>

Humanity & Inclusion encourages qualified people with disabilities or chronic illness and women to apply. We commit advancing inclusive workplace to remove barriers and to the full and equal participation in the workforce. We commit to provide equal employment opportunities, reasonable

accommodation in workplace to all employees and qualified applicants, regardless of Nationality, gender, religious and ethnic backgrounds, including people with disabilities.

Main objective of the position:

Reporting to the Myanmar HR Manager, the Human Resources Officer manages personnel administration activities in HI Myanmar in accordance with current legislation. S/he provides fully support in implementation of Human Resources services. She/he ensures that the mission's HR-related administrative procedures are consistent with HI's HR policies and frameworks and with local law and practices.

Missions / Responsibilities

Mission 1: Strategy and Supervision: develops the Programme's HR strategy in the country in which s/he works

- Compiles HR data for his/her geographical area which are useful for writing the HR part of the Programme's STRATOP
- Implements and monitors the HR action plan for his/her geographical area.
- Compiles standard HR indicators for his/her geographical area and helps to map and mitigate HR risks, and to report and deal with incidents.

Mission 2: Rolls out Standards, contributes to HI's Accountability in his/her scope of responsibility:

- Is responsible for implementing HI's policies and frameworks in his/her country. Helps to adapt HR frameworks in accordance with the specific local context.
- Ensures compliance with HI's legal HR obligations in his/her geographical area and monitors the need to renew legal documents where necessary (with the decentralised provincial authorities).
- Helps to ensure the compliance with the rules applicable to donors in his/her scope of responsibility for all the projects implemented.

Mission 3: Operational implementation of HR

3.1: Contributes to the dimensioning and quality of Programme resources:

- Contributes to the budgetary process in his/her geographical area and monitors the staff wage bill
- Contributes to project reviews of HR aspects
- Contributes to the sourcing process in his/her geographical area
- Ensures compliance with the quality of the recruitment process and assists managers at every stage.
- Participates in the Programme's HR reporting schedule and helps to meet HI's global HR deadlines.
- Takes part in local inter-NGO meetings on HR issues.
- Ensures that the HR cycle is implemented in his/her geographical area.
- Helps to identify training needs, and to draft and monitor the training plan in his/her geographical area

3.2: Ensures the quality of personnel administration for HI staff present in his/her geographical area.

- Organises staff briefings on administrative matters and employment conditions. Is responsible for the implementation and compliance of the payroll process, Income tax process.

- Is responsible for the administrative monitoring of International Staff in his/her geographical area (leave, R&R, per diems, visas etc.)
- Is responsible for implementing HI's social security policy fairly and in compliance with local legislation
- Is responsible for the archiving process of day to day documents, its quality and compliance
- Represents HI with local administrative authorities (employment inspectorate, etc.).

3.3: Assists managers in his/her geographical area with the implementation of HI's HR policies:

- Ensures or participates in the communication of HI policies and frameworks to managers: explains, clarifies, answers questions
- Is responsible for monitoring the correct application of HR frameworks and policies by managers

3.4: Legal and social aspects: helps to maintain the social environment and compliance with the legal HR framework in his/her geographical area.

- Is responsible for organising the social dialogue in conjunction with staff representative bodies
- Contributes to the management of ongoing disputes with third parties or employees in his/her geographical area, in conjunction with his/her HR (line) Manager.
- Contributes to the identification of legal and fiscal risks for HI in his/her geographical area.

Mission 4: Manages training and skills-development actions

- Contributes to the identification of skills-development needs and training in conjunction with the STRATOP.
- Using the training plan as a basis, coordinates the overall training and skills-development provision: available courses, types of support (mentoring, coaching, team learning, training, etc.) and training schedules, and ensures their in-house dissemination. Monitors the roll-out of the training plan.
- Steers and the performance management process and assists managers on how to apply the skills- development and the performance-management processes;
- Ensures the monitoring and tracing of the decisions taken with regard to skills development following the annual employee reviews or professional interviews.
- Carries out and monitors inscriptions to training courses (agreement, confirmation, payment, travel, accommodation etc.)

Mission 5: Ensures the administrative, financial and logistical management of skills-development actions

- Ensures sourcing of skills development resources (supplier sourcing, database(s) of internal / online training resources)
- Carries out and monitors inscriptions to training courses (agreement, confirmation, payment, travel, accommodation etc.)
- Supports face-to-face training course logistics.
- Ensures a link with external service providers: educational content, buying the training, negotiation and external representation.
- Organizes or takes charge of feedback or statistics

Mission 6: Emergency preparedness and response

- Contributes to the programme's emergency preparedness actions and, during an emergency response, adapts his/her working practices to help facilitate an effective humanitarian response by HI.

It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

Due to the developing and volatile situation in Myanmar and emergency nature of the programmatic response, the position holder's responsibilities may evolve as per programmatic needs.

Duty Station	: Yangon
Line Manager of the position holder for	: Human Resource Manager
Position holder is Line Manager for	: N/A
Position holder is technical referent for	: N/A

Required Qualifications

Qualification:

- Bachelor Degree in HR Management / Administration or relevant subject is required.
- Master's Degree in HR Management or Business Administration is preferable.

Experience:

- At Least 3 years' experience in Administration / human resource department in reputed humanitarian or development organization or private institution is required.
- Considerable experience in working with international NGO human resource department in skills development and/or liaison role in reputed development organization is preferable.
- Experience in the usage of computers and office software packages (such as MS Office) and experience in handling web-based management systems is desirable.
- Experience in use of HR information systems or Enterprise systems is desirable.
- Experience working in multidisciplinary context is an advantage.

Languages Skill:

- Good level in English and Myanmar languages, both in written and Oral is required.

HI SALARY RANGE SOCIAL BENEFITS:

Approximate Basic Salary: **(2,503,900MMK to 2,994,390 MMK)**

Social and Other benefits: HI Medical Reimbursement, 13 months bonus, Seniority bonus, Public Holidays, Leave benefits (Annual leave, Sick leave, Maternity leave, Paternity leave), Monthly Medical Allowance + Travel allowance, Communication allowance per month.

HI is committed to protecting children and vulnerable adults from harm. All staffs are expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.

"HI is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, colour, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Qualified women are strongly encouraged to apply for this position.

The successful candidate will be required to complete a self-declaration form to help verify their suitability to work with children.

Send applications to: recruitment@myanmar.hi.org (CV + cover letter).

Please write: “VA: 2025-HI-011_Human Resource Officer_ Yangon” in subject.

Deadline for the submission: **28th April 2025 (5:00 PM) MMT.**

Only shortlisted applicant will be contacted for a written test and interview. Qualified applicants may be contacted on a rolling basis before the closing date, it is encouraged to apply early. After closing date, applications are not considered.

HI is an organization that takes a Zero Tolerance stance on sexual exploitation, abuse, harassment and intimidation, fraud and corruption. The selected candidate must agree to adhere to and respect these policies which are available on this link: <https://hi.org/en/institutional-policies>

HI has also set up a rigorous, transparent and inclusive mechanism for the escalation and management of complaints. Any report can be sent confidentially and securely to this email <https://secure.ethicspoint.eu/domain/media/en/gui/105781/index.html>.