

VACANCY ANNOUNCEMENT

The Union Office in Myanmar is seeking applications from dynamic and highly motivated Myanmar nationals for the following vacant position.

Position Title	: Human Resources Associate
Duty Station	: Mandalay
No of Position	: One (1) Position
Duration	: Till end of December 2024
Department	: Human Resources
Reports to	: HR Analyst
Closing date	: 3rd July 2024

BACKGROUND

International Union Against Tuberculosis and Lung Disease - The Union is an International Non-profit Organization based in Paris, France. The Mission of The Union is to end suffering due to tuberculosis and lung diseases, old and new, by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no one is left behind, people are treated equally, and we have a focus on vulnerable and marginalised populations and communities. The Vision of The Union is a healthier world for all, free of tuberculosis and lung disease.

In Myanmar, The Union provides technical support to various stakeholders, partner organisations and institutions in the health sector, with a focus on TB and HIV and has strengthened the local capacity to deliver high-quality services. Key programmes include an Integrated HIV Care (IHC) Programme for People Living with HIV/AIDS, which has been supported by key donor agencies since 2005 to provide outpatient services and prevention activities to People Living with HIV (PLHIV) in 16 ART centres and 36 Decentralized sites in 38 townships in Myanmar. In addition, The Union's Tuberculosis Programmes including community-based TB case finding activities in 13 townships in Upper Myanmar and as of 2015 MDR-TB Care, which addresses drug-resistant TB at the community level in 27 townships in Myanmar.

The Union is part of the HIV/TB Agency, Information and Services (AIS) Activity, which is funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) as well as the Accelerator to End Tuberculosis (TB Accelerator) through USAID. The AIS Activity provides a free, confidential and comprehensive range of TB prevention, testing and treatment services specifically tailored to help people live a healthy life, prevent the spread of new infections and suppress TB in Myanmar.

Programmes run by The Union are expected to continue indefinitely and are approved until December 2024. Due to increasing national demands in the current environment in Myanmar, The Union is looking for an experienced and committed person filling the position of **Human Resources Associate**.

GENERAL MISSION

The associate provides essential, routine support to HR officers and Manager when needed for all HR matters. This role requires collaboration with external departments to ensure HR tasks are maintained and well-understood to support the position's essential role for monitoring and maintaining all staff data. The post holder also serves as a focal person when HR information and documents are submitted. The strictest level of confidentiality is required for this role for the protection of HR data.

DUTIES AND RESPONSIBILITIES

- Keep track of employment records and ensure that every required document is stored systematically and up to date.

- On a daily basis, update and record the employment information, personnel contact details, leave balance, and other HR documents.
- Maintain systematic records of staff leaves, update them whenever necessary, and share individual leave records as required.
- Ensure that every employee has access to the most updated version of the contact information for the personnel.
- Make sure to share the most updated HR forms and data through Myanmar SharePoint.
- Assist with written test and interview arrangements, post job openings on the relevant websites, and carry out additional duties as needed to support the recruitment processes.
- Provide newly hired employees with all the required documentation, a staff ID card and number, a new email account, and other documents.
- Provide the HR manager with a draft monthly report on employee statistics, such as new hires, resignations, promotions, and unpaid leave taken.
- Collect the audit-requested HR documents as assigned by the supervisor.
- Support the HR team in seeking ways of simplifying tasks to make it easier for the department and staff to manage HR processes through automation or customisation of forms.
- Assist in communication with the regional income tax office when required.
- Perform additional tasks assigned by the supervisor to meet the task requirements.

RECRUITMENT CRITERIA

- Bachelor's degree in any field of study
- At least TWO years of work experience in the related area
- Formal learning experience in Human Resource Management would be an added advantage.
- Written and spoken English is needed to complete tasks.
- Computer literacy specifically in Microsoft Office (Excel, Word, PowerPoint, Outlook, Access)
- Utmost respect for confidentiality, particularly regarding patient information and sensitive program-related discussions.
- Display personal integrity, honesty, and a positive mindset in all professional interactions.
- Unwavering COMMITMENT to neutrality and integrity in alignment with The Union's Code of Conduct.
- Alignment with The Union's Mission and Values, showcasing a shared commitment to the organization's overarching goals: [Link to Mission & Values](#)

Application:

Please send your application letter and CV (with THREE contacts for Reference Check), to hr.myanmar@theunion.org.

(Educational Certificates and supporting documents are not required at this stage of the application process.)

The Union Office in Myanmar

Ma-10, 64th Street, between 101st*102nd Streets, Chan Mya Thar Zi Township, Mandalay, Myanmar

(According to the large number of applications received, only shortlisted candidates will be notified for the interview.)

Note:

- While applying please mention the job title in the subject column of your email.
- Applications submitted after the deadline will not be reviewed.
- The Union in Myanmar is a Tobacco-free environment.

The Union has a zero-tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all employees are required to adhere to the



Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with and adherence to the Code of Conduct is an essential requirement of all staff.

Disclaimer: The Union does not charge a fee throughout its recruitment process.