

# Wunpawng Ninghtoi (WPN)

Office: F-1, Thiriomon Street, Thirimon Plaza, Mayangone Township, Yangon, Myanmar.

E-mail- [hrd.wpn@gmail.com](mailto:hrd.wpn@gmail.com), Contact no.: +95 9 4709 9657, China Mobile: +86 692 6233133



Date: 8<sup>th</sup> July, 2025

## Vacancy Announcement

Wunpawng Ninghtoi (WPN) is a local civil society organization that was established in 2011 June and helps IDPs and war-affected communities from the Kachin and Northern Shan states and its work based on the promotion and respect of the core values: Humanity, Human Dignity, defense of Human Rights (IDPs, Child, Women's Right), Love, Compassion, Impartiality, Non-discrimination (nationality, religion, gender), Independence, Respect and Voluntary Spirit. Our vision is "All people of Myanmar will live with dignity, peace, security, and full respect of their rights; enjoying integral social development and humanitarian assistance when required".

WPN is looking for strong, qualified candidates (female or male) who have experience in implementation for the following position and prefer native speaker, qualified candidates (female or male) who have experience and strong leadership commitment for the related position and who are well-known about the local context of the operation office of hard-to-reach areas.

Application is invited for the following position.

### Vacant Position title:

**Human Resource Officer - 1 Position (1 Year and possible extension)- Application Deadline – 22<sup>nd</sup> Jul 2025 (COB)**

Duty Station: - WPN's Operation office (Moemauk)

Working start date: - **1<sup>st</sup> Sep 2025**

Application form Submitted to: [wpn\\_hrd2024@outlook.com](mailto:wpn_hrd2024@outlook.com) or [hrd.wpn@gmail.com](mailto:hrd.wpn@gmail.com)

### Main Responsibilities and Favorable Requirements

Position title	<b>Human Resource Officer</b>
Grade	<b>Grade 4</b>
Reporting to	<b>Executive Director (Direct), Program Coordinator/ Manager and SMT Team (Optional)</b>
Main goal(s)	To Manage HR Support Functions and Executive Supports to Senior Management Team and Executive Director
Roles and responsibilities	<b>HR Functions</b> <b>Recruitment</b> <ul style="list-style-type: none"><li>- To support and lead in all recruitment process (Staffs, Volunteers, Consultants, Service Providers, etc.)</li><li>- To comply with WPN and Donors' Compliance in Every Recruitment</li><li>- Must have Safer Recruitment and Safer Working Environment Knowledge</li><li>- Have reliable and resourceful knowledge to suggest or plan for Organizational Development (Change Management)</li></ul> <b>Compensation and Benefits</b> <ul style="list-style-type: none"><li>- Staff Structure and Staff Salaries Allocation must be in line with Updated Grants</li></ul>

# Wunpawng Ninghtoi (WPN)

Office: F-1, Thiriomon Street, Thirimon Plaza, Mayangone Township, Yangon, Myanmar.

E-mail- [hrd.wpn@gmail.com](mailto:hrd.wpn@gmail.com), Contact no.: +95 9 4709 9657, China Mobile: +86 692 6233133



	<ul style="list-style-type: none"> <li>- Cooperate with Finance and Management Team for Salary Allocations (Monthly and Quarterly Checking)</li> <li>- Prepare all staff Salaries Payment and Payrolls for Every Month</li> <li>- Check Timesheets, Attendance Records and Leaves of Every Staffs</li> <li>- Create or Develop Comprehensive report for Staffs Leaves and Compensations</li> <li>- Have to respond all staffs concerns and questions of Compensations and Benefits Functions</li> </ul> <p><b>Learning and Development</b></p> <ul style="list-style-type: none"> <li>- Lead on perform Performance Appraisal and Analysis for Every 6 Months then report to SMT and ED for Future HR Management Strategy Developing</li> <li>- Collect Data and Monitor for All Trainings and Refreshers Sessions of Staffs Attending</li> <li>- Create Capacity Strengthening Plan for All Staffs</li> <li>- Prepare and Save necessary documents for all HR Development and Learning Sessions</li> </ul> <p><b>Audit and Legal Compliance</b></p> <ul style="list-style-type: none"> <li>- Prepare and Calculate Income Taxes for All Staffs Monthly/ Yearly report to Finance and Management Team with Full and Comprehensive Figures for Auditing Process</li> <li>- Needs to have all HR related documents in (Soft and Hard) Copies</li> <li>- Needs to Deal with Audits (Internal/ External) confidently and figuratively</li> <li>- Have significant Knowledge in Labor Laws and Other Legal Compliances of HR Functions (Grievance and HR related Issues)</li> <li>- Needs Familiarity and Skillfulness in Auditing and Legal Compliance</li> <li>- Must have Policy and Guidelines Awareness (Rights, PSEA, CSG, Gender, Labor, Harassment, Inclusiveness and Participation, MHPSS, etc.)</li> </ul> <p><b>Personal Behaviors and Competencies</b></p> <ul style="list-style-type: none"> <li>- Provide Required Executive Supports for SMT and ED</li> <li>- Must have Positive Thinking and Problem-Solving Skills</li> <li>- Needs knowledge in HR Management Software, ERPs</li> <li>- Have skills in MS Office Suite, Online Meeting Managements, Training Arrangements, Presentation Skills</li> <li>- Needs to have Flexible and Supportive Characteristics</li> <li>- Have readiness to perform tasks assigned by ED and SMT due to urgency and necessity</li> </ul>
Qualification/ Profiles	<ul style="list-style-type: none"> <li>• Must be Graduate – B.A or B.Sc or Equivalent, HR related Diploma or Certificates are more considerable for the position</li> <li>• Experience in HR or EPR Software</li> <li>• Must have at least 2 or 3 yr of Working experience and knowledge in HR Management Related Jobs of LNGO, INGO or Business</li> <li>• Must be flexible and commitment communication within Organization</li> <li>• Should be proficient in local languages (Kachin and Myanmar)</li> <li>• Must have proficiency in Myanmar Language Typing (Zawgyi, Unicode, etc.)</li> <li>• Should have good organizing, presentation, and facilitation skills.</li> <li>• Should have interest and commitment to development and humanitarian work.</li> </ul>

# Wunpawng Ninghtoi (WPN)

Office: F-1, Thiriomon Street, Thirimon Plaza, Mayangone Township, Yangon, Myanmar.

E-mail- [hrd.wpn@gmail.com](mailto:hrd.wpn@gmail.com), Contact no.: +95 9 4709 9657, China Mobile: +86 692 6233133



	<ul style="list-style-type: none"><li>• Should have communication skills, teamwork, good facilitator, and good attitude.</li><li>• Must be able to work in multicultural with diverse ethnic, religious, and cultural groups.</li></ul>
--	---

## **Essential Requirement**

WPN has a zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff 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, in addition to related mandatory training. All staff must ensure that they understand and act under this clause.

## **Submission of Application**

Qualified and interested candidates shall submit an Updated CV with a cover letter, photo and educational documents, NRC (scanned copy), and a Clearance Letter concerning with PSEA (or) recommendation letter organization that you worked last to the address below. Please include the names and contact details of two referees and other documents if any.

WPN prefers to receive application forms through E-mail for reducing paper use with environmentally friendly.

## **Contact detail:**

- Human Resources Department (HRD)
- Wunpawng Ninghtoi (WPN)
- Email: [wpn\\_hrd2024@outlook.com](mailto:wpn_hrd2024@outlook.com) or [hrd.wpn@gmail.com](mailto:hrd.wpn@gmail.com)
- Mobile Phone: +86 17287321228

## **Note:**

- *WPN strongly encourages women and people with disability to apply for any position that has good experience to work with us.*
- *Do not enclose any original documents with your application as they will not be returned.*
- *Please submit the Subject title with "**HR Officer Position**" while mailing.*
- *Only short-listed candidates will be contacted for the interview.*