

VACANCY ANNOUNCEMENT (Tdh-037-2025)

Position	: HR Officer
No. of position	: (1) position
Location	: Based in Yangon with field travel
Supervisor	: Administration and HR Manager
Field Ratio	: 10%
Office Ratio	: 90%

Terre des hommes (Tdh) is the leading Swiss child rights organisation. Since 1960, Tdh stands together with children to uphold their rights, protect their lives and improve their well-being with a focus on those most exposed to risks. Tdh is making a positive impact in children's lives through innovative programmes focused on health, migration and access to justice. Active in more than 30 countries, Tdh works with its own teams and/or local and international partners. In 2023, Tdh supported 2.1 million children and members of their communities, and trained people who in turn supported a further 3 million people.

For more detailed information, please visit our website at:

<https://www.tdh.org/en> and <https://www.tdh.org/en/digital-library/documents/two-pager-myanmar>

Overview:

Under the supervision of the Admin / HR Manager, the HR Officer is responsible for the day-to-day office and human resources administration in accordance with the Tdh's mandate, policies and procedures and donor compliance. She/he will support the effective delivery of HR services by implementing HR policies, ensuring compliance with labor laws, and assisting in recruitment, onboarding, employee relations, and records management.

The HR Officer plays a key role in fostering a productive, inclusive, and supportive work environment. She/he will work closely with the Program, Logistics, MEAL and Finance Teams to provide human resources' functional support to the field offices on a regular basis.

MAIN RESPONSIBILITIES:

1. Strategy and Policy

- Organize and participate in strategic planning discussions about the development and implementation of Administration and HR Functioning.
- Ensure to follow up and monitor with all relevant regulations and policies and procedures are practiced in Country Office and field offices.

2. Personal Management / Team Management

- Support and manage his/her team to effectively undertake the responsibilities and ensure collaboration and cooperation among team members.
- Report and update the staff's performance under his/her direct responsibility on a regular basis and pass on evaluations and recommendations to Admin and HR Manager in timely manner.

3. Skills Development

- Collaborate identifying training requirements and development training plan for his/her team and support own continuous learning to develop his/her skills.

4. Human Resources

- Assist preparation of recruitment such as preparing advertisements, contacting prospective candidates, invite candidates for interview, arrange interview, interview summary notes, referee check and regret letter for all positions according to Tdh procedure
- Arrange induction schedule for new staff, provide necessary induction documents and given Admin and HR (Insurance, Leave, benefits) induction. Participate in interview process as panel members for junior positions and community mobilizers and as assigned by line manager.
- Prepare all employment contracts, job descriptions, staff list and organization charts are maintained, accurate and complete in Yangon Office.
- Collect and follow up staff personnel files from the field (contract, job description, benefit and personal documents) and keep all national staff personal files up to date (electronic and hard) for all country offices.
- Maintain and update the staff database, recruitment status, resigned tracker in monthly basis and update the Tdh staffs contact list on a monthly basis and circulate as necessary.
- Organize and provide Exit Form, Debriefing Form to the resigning staff and ensure the documents of separation process (Resignation letter, ID Card, etc.) are fulfilled and kept in the respective files.
- Control (filling in) & checking attendance sheets and time sheets of staff and arrangement of monthly report for salary preparation.
- Prepares personal folder, and collects all information required from staffs. (ID card, photos, visiting card and identification information, reference etc.) and Prepare emergency contact list and updated as necessary.
- Prepares monthly leave record, leave balance, checking attendant sheet and Time sheet report to send Supervisor for Yangon Offices and filed offices and circulate to staff.
- Assist Admin and HR Manager for training developments preparations for staffs and prepare service contract for Trainer and Consultant.
- Prepare payment of consultant and service provider for Admin and HR task.
- Provide support to employees and managers on all HR related matters, including benefits, compensation, and employee relations.
- Facilitate employee development and training programs, including performance management, skills development, and career planning.

5. Representation, Networking

- In general, make sure that a positive and professional image of the organization is conveyed. In particular, ensure that organization's mandate, ethics, values and views are followed in relation to third parties.

6. Values

- In his/her professional activities, adhere to the values of Tdh: commitment, ambition, respect and courage.

7. Child Safeguarding Policy and Operational Management

- Comply with the Global Code of Conduct and Child Safeguarding Policy of Tdh.
- Report any observed breaches of this policy during professional activities, including proven or suspected offenses and preventive breaches
- Commit to other Risk Management Policies, including the Safety and Security Plan, Anti-Fraud Policy, and Whistleblowing Policy.

- Ensure the best possible implementation of Terre des hommes-Lausanne risk management policies in Myanmar.
- Inform the line supervisor and focal persons and address any cases, allegations, or potential transgressions of Tdh Risk Management Policies.

8. Others

- Undertake such additional tasks as may be required, especially when urgent action is required to respond to emergencies or to requests from counterpart departments or ministries.
- As required work closely with other Tdh staff to support the successful implementation of other activities
- Respect and implement this job description which may be amended by consent of Country Representative in order to reflect and correspond to future changes and developments in the Tdh country programme.
- Where necessary, and approved by Admin and HR Manager, to deputise in his or her absence.

Requirements:

- Any University degree or equivalent degree or related Human Resources.
- At least 3 years experienced preferred in INGO/NGO sector related with Human Resources
- Knowledge of employment laws and regulations, including equal opportunity and workplace safety.
- Good Computer skill, MS Office, EXCEL, Internet/Email
- Team spirit and good service attitude
- Ability to work independently and productively.
- Excellent interpersonal and communication skill, good coordinator able to work in difficult and challenging circumstances.
- Willingness to travel regularly to the project areas
- Proficient spoken Burmese with excellent oral and written skills in English

Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disability are also encouraged to apply.

How to Apply and Submission of Expression of Interest: Please send: (1) a cover letter indicating your motivation **AND** salary expectation: (2) a current resume (CV) with contact information of **three** professional references (your two former work supervisors and one of HR Manager) to Human Resources Department through <https://ee-eu.kobotoolbox.org/single/g8atdkCQ> no later than **by 5:30 pm on Friday June 6, 2025**. Only shortlisted candidates will be contacted.