

VACANCY RE-ANNOUNCEMENT (Tdh-053-2026)

Position	: HR Officer
Location	: Based in Mandalay
Duration	: 6 Months and possible extension
Supervisor	: Field Coordinator

Terre des hommes (Tdh) is the leading Swiss organization for children's aid. Since 1960, Tdh has helped build a better future for deprived children and their communities, making an impact with innovative and sustainable solutions. Active in almost 40 countries, Tdh works with local and international partners to develop and implement field projects which improve the daily lives of over four million children and members of their communities, in the domains of health, protection, and humanitarian aid.

For more detailed information, please visit our website at: <https://www.tdh-myanmar.org>

Job Overview

Under the supervision of the Field Coordinator, the HR Officer is responsible for the day-to-day office and human resources management and administration in accordance with the Tdh-L mandate, policies and procedures and donor compliance.

She/he will work closely with the Program, Finance, and Logistics teams to provide human resources function support effectively and efficiently to the field offices on a regular basis.

Key Responsibilities:

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 Admin and HR policies and procedures are practiced in Country Office and field offices.

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 Field Coordinator in timely manner.

Skills Development

- Collaborate in identifying training requirements and development of training plan for his/her team and support for continuous learning to improve knowledge and skills.

Human Resources

- Support the development and implementation of HR initiatives and systems.

- Promote equality, health and safety of all employees and ensure staff strictly follow organization policies, procedures and regulations.
- Prepare job descriptions, job advertisements and recruitment processes such as contacting prospective candidates, invite candidates for interview, arrange interview, interview summary notes, referee check and regret letter for all positions according to Tdh-L procedure.
- Arrange induction schedule for new staff, provide necessary induction documents and given Admin and HR induction.
- Prepare all employment contracts, staff list and organization charts are up-to-dated, accurate and complete in recruitment process.
- 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 Mandalay suboffice.
- Maintain and update the staff database, recruitment status, resigned tracker in monthly basis and update the Tdh-L 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.
- Prepare, follow up and maintain attendance sheets and time sheets of staff and arrangement of monthly report for salary preparation.
- Prepare 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
- Prepare monthly leave record, leave balance, checking attendant sheet and time sheet report send to Yangon Offices and filed offices and circulate to staff.
- Assist in performance management processes and support the management of disciplinary and grievance issues.
- Assist Admin and HR Manager in planning and preparation of staff training and development and prepare service contracts and payments for Trainer and Consultant as required.
- Any other tasks assigned by Line supervisor.

Values

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

Child Safeguarding Policy and Operational Risk Management

- Comply with the Child Safeguarding Policy.
- Report any breach observed in the framework of this policy during his/her professional activities both as regards the proven or suspected offence and a preventive breach.
- To commit to other Risk Management Policies including Safety and Security Plan, and Anti- Fraud and Whistle blowing policy.
- To commit to ensure the best implementation possible of the Terre des hommes-Lausanne risk management policies in Myanmar.
- To commit to inform CR and to deal with any cases, allegations, or possibility of transgression, even potential, of the Tdh Risk Management Policies.

Others

- Undertake such additional tasks as may be required, especially when urgent action is required to respond to emergencies or to requests from HQ, Regional, Country Delegate or Programme teams.
- As required work closely with other Tdh staff to support the successful implementation of programme 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-L country programme.
- Where necessary, and approved by Field Coordinator and Admin and HR Manager, to deputise in his or her absence.

Qualifications and Experience

- Any University degree or equivalent degree or related other education.
- At least 3 years of experience, preferred in INGO/NGO sector related with Human Resources.
- Good Computer skill, MS Office, EXCEL, Internet/Email.
- Team spirit and good service attitude.
- Ability to work independently and productively.
- Excellent interpersonal and communication skills, good coordinator able to work in 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 expectations; **(2)** a resume (CV) with contact information for three professional references (your two current/former work supervisors and one HR manager); and **(3)** work certificates for the mentioned experience to the Human Resources Department through [HR Officer Mandalay \(Re Announcement\) - Terre des hommes](#) no later than **5:00 pm on Monday, 26th October 2026**. Only shortlisted candidates will be contacted.