



VACANCY ANNOUNCEMENT

HR & ADMIN OFFICER – YANGON

About Us

For more than 40 years, Medecins du Monde (MdM), a campaigning medical organization committed to international solidarity, has been caring for the most vulnerable populations here and abroad. It has continued to bear witness to obstacles that exist in accessing healthcare and has secured sustainable improvements in health-for-all policies.

MdM France currently works in 30 countries across all continents to facilitate access to healthcare through 6 thematic: Sexual and Reproductive Health Rights; Migration, Exile, Human Rights and Health; Harm Reduction; Environment and Health; Humanitarian Space and Healthcare systems and rights.

Médecins du Monde (MdM) has been active in Myanmar since 1994, delivering crucial harm reduction and HIV/AIDS services to key populations. In Kachin State, programs target people who use drugs, offering needle exchange, methadone treatment, HIV testing, and medical care. In Yangon, MdM's efforts are directed towards female sex workers and LGBTQI+ individuals, offering comprehensive harm reduction and sexual and reproductive health services through local partners. Crucially, MdM invests in strengthening local civil society organizations, enabling them to play a larger role in healthcare delivery.

This year, Médecins du Monde (MdM) will launch a new three-year project titled “Collective Actions and Social Change for Comprehensive Harm Reduction Among Key Populations in Myanmar.” The project aims to improve access to harm reduction and Sexual and Reproductive Health (SRH) services, and strengthen the resilience of targeted beneficiaries – Female Sex Workers (FSW), Men who have Sex with Men (MSM), and Transgender Women (TGW). To achieve this, MdM will implement a comprehensive three-pronged strategy that includes harm reduction and SRH service delivery, a community-based approach, and advocacy for social change. The project will be implemented in partnership with 3 local organizations in four main regions of Myanmar – Yangon, Mandalay, Bago, and Ayeyarwady. The project will support and scale up the delivery of and access to comprehensive harm reduction services and SRH services. These services will include harm reduction service delivery, education and counselling, family planning, cervical cancer screening and gender-based violence care all delivered through a comprehensive case management approach.

I. Hierarchical & Functional links

The HR & Admin Officer is under the direct responsibility of Deputy HR Coordinator who is also his/her technical manager. S/he is directly responsible for the cleaners.

II. Job Purpose

To support the Deputy HR Coordinator in executing general administrative procedures and HR related tasks as per MdM policies and procedures at the same time ensuring Myanmar labor law is adhered to.

III. Tasks and Responsibilities

TRAVEL MANAGEMENT

- Arrange the travel, flight and accommodation for the National staff, international staff and HQ visitors in coordination with Deputy HR Coordinator and Field HR/Admins.
- In consultation with Deputy HR Coordinator, prepare necessary documents for Visa process, FRC, Local Travel Authorization and proceed the application of the visa at the Immigration and the Embassies if needed. Ensure the related files especially the visa tracking, and TA sheets are always updated.
- Ensuring the update of movement-related tools and Mission contact information and their regular distribution (incl. movement lists and evacuation/lists).



- To cross-check the accuracy of the invoice received from the Travel Agent and coordinate with finance for payment

PAYROLL PROCESSING AND BENEFITS ADMINISTRATION

- Prepare monthly payroll, taxation for Coordination Office and coordinate with finance for disbursement.
- In absence of the Deputy HR Coordinator, oversee the taxation processes and payment for MdM in Myanmar mission and provide support and guidance to the HR/Admins in the field offices.
- Facilitate exit clearance in liaison with line managers and other departments and ensuring that the terminal benefits are calculated, and work certificate issued in a timely manner.
- Management of staff medical cover including, ensuring employees are aware of their balances at all times and that re-imbursement is done as per the medical re-imbursement procedure.

RECRUITMENT

- In consultation with hiring managers and Deputy HR Coordinator, plan and organize the recruitment process. This include vacancy announcement, CV gathering, Maintain a data bank of received applications, Prepare a longlist of candidates, contacting candidates for the interview, administering test, giving offers, conduct reference check for successful candidates, Prepare employment contracts, Ensure new staff submit on time complete pre-employment requirements and forms, Ensure the new hire has received the JD from his/her manager, track probationary period and facilitate probation evaluation.
- Support the Deputy HR Coordinator in planning and conducting orientation for all new employees and further monitor the progress to ensure that the induction is completed within a given period of time.

PERFORMANCE MANAGEMENT

- Assist Deputy HR Coordinator and HR Co in implementation of staff performance appraisals by ensuring that all employees in the mission have completed Appraisals on time, and that fully signed hard copies are placed in the respective individual files.
- Ensure the tracking file for probationary period is always updated and that Managers are alerted two weeks before the completion of probationary period. The probationary discussion should be placed in the file plus the letter confirming the employment
- Assist Deputy HR Coordinator in organizing staff training sessions, workshops and orientations on any changes in MdM policies or procedures, carry out refresher training on regular basis as needed. This also includes field visits to conduct training for HR teams and provide on-the-job support.

GENERAL HR & ADMINISTRATIVE RESPONSIBILITIES

- Maintenance of HR and Administrative related files (such as staff personal files, service contract files, recruitment files, attendance sheets, leave files, payroll, tax slips and other HR documents etc) in hard copies & soft copies.
- Produce and submit reports on general HR and Admin activities
- Collect the relevant information related to the food basket on a monthly basis. You may also be required to collect the one for inflation, other HR surveys if needed.
- Support Deputy HR Coordinator in the audit preparation by ensuring that all the files requested by the auditors are easily accessible and complete.
- Maintain leave records, monitor, and update the line managers on leave balances for their respective team on monthly basis. Responsible to monitor employee leave and employee attendance
- Support all questions or requests related to his/her job responsibilities

LEGAL AND CONTRACTUAL COMPLIANCE

- Ensure compliance of Médecins du Monde local and global HR policies and procedures; provide feedback to Deputy HR Coordinator and HR Co regarding compliance of local labour laws when there is any change.





APPLICATION PROCESS:

If interested, please submit your cover letter and CV quoting “**HR & Admin Officer**” as the subject matter to email.

recruitment.yangon@medecinsdumonde.net

By 5pm on 2nd June 2025.

Médecins du Monde reserves the right to fill the vacancy before the closing date for applications.
MdM stands up for the integration of people living with disabilities and fights against discrimination.

Only shortlisted candidates will be contacted.

Our objective is to create an inclusive workforce that is reflective of the populations we support; we strongly encourage applications from those who are marginalized and considered as vulnerable groups.