





- Participate and ensure the rolling out of the new classification and salary grid within the Mission as well as the new salary policy for national staff

## 2. Team management

- Recruit the staff under his/her direct or technical responsibility
- Provide regular evaluation to the team under his/her direct or technical responsibility
- Reinforce the capacity building of the HR department staff

## 3. Development of HR Policies and Tools

- Review and improve the HR policy in accordance with the legal framework of Myanmar and MdM core values.
- Ensure complete implementation of the MdM HR policy and its application to the national staff and propose improvements or adjustments if necessary.
- Ensure the accurate implementation of the conditions of employment and internal rules.
- Develop and harmonize the necessary HR tools and supervise the implementation by all field teams.
- Work in collaboration with the coordination and field teams to improve the organizational chart, clarifying hierarchical and functional links and follow the set-up for its monthly update.
- Ensure that all staff are informed and trained about the existing policies.
- Ensure the monthly follow-up of HR tools.
- Update the classification and salary grid and ensure its strict implementation on the bases.
- Develop job profiles for existing or needed positions in the respect of the classification grid.
- Centralise and coordinate the annual training plan and support its implementation
- Participate to the definition of HR needs in terms of writing project proposals and any amendments.
- Supervise the administrative and payroll procedures and support the finance team to ensure timely accurate salary payments.
- Under the GenCo supervision support the implementation and follow up of the Expat RH policy (ex. housing condition; accompanying status, travel policy) in collaboration with the HQ HR Advisor,
- Take part in disciplinary procedures and investigations.
- Review and update national staff recruitment policy
- Supervise the overall recruitment of national staffs.

## 4. PSEA Policy

- Support the General Coordinator regarding the implementation of the updated MdM PSEA (protection against sexual exploitation and abuse) policy.
- Ensure the implementation of a reporting and complain mechanism related to PSEA.
- Train HR staff on presentation and implementation on PSEA policies.
- Ensure visibility within the offices on PSEA policies.

## 5. Technical support and capacity building

- Carry out the capacity building trainings of HR team on all relevant HR procedures.
- Develop a yearly training needs assessment and a training plan for the mission's staff.
- Organize at least twice a year a "Welcome at MdM" training for newcomers, and refreshers sessions for staff
- Review the existing evaluation mechanism for 'learning and development' of employees and carry out necessary changes for improvement.
- Perform regular field visits, to control and supervise the human resources matters, and report to the related coordinators for implementation of key recommendations.



## 6. Legal Compliance

- Support Genco related to timely renewal of MdM MoU/Registrations with line ministry.
- Support field team to timely renewal of the clinic license.
- Supervise to ensure Local Tax laws are followed and deposit is done on monthly basis across the Mission offices.
- Supervise processing expat staff Visas, FRCs, Travel Authorizations with relevant ministries, authorities on timely manner. Alert Genco on any changes in the local regulations, labour or Immigration laws
- Supervise the organization of all legal documents, contracts in secured file with proper catalogue.

This list of activities is not exhaustive and may change depending on the situation.

## IV. Qualifications and Experiences

Education (Essential)	<ul style="list-style-type: none"> <li>• Bachelor Human Resources Management required.</li> <li>• Training in Project Management is an asset.</li> </ul>
Professional Experience	<ul style="list-style-type: none"> <li>• At least 3 years of working experience in a humanitarian context and 5 years' experience as HR Coordinator (Head of HR), Admin coordinator or in HR management.</li> <li>• Capacity building experience is a must.</li> </ul>
Languages	<ul style="list-style-type: none"> <li>• Very good level of English (spoken - written - reading)</li> <li>• Local language is an asset.</li> </ul>
Skills Required	<ul style="list-style-type: none"> <li>• Adapt schedules according to priorities and unforeseen events.</li> <li>• Read, construct and analyze a budget and carry out budget monitoring.</li> <li>• Communicate (speaking and writing) in a foreign language.</li> <li>• Understand, analyze and communicate MdM HR policies and practices.</li> <li>• Conduct professional interviews (recruitment, guidance, etc.)</li> <li>• Design, formalize and adapt procedures / protocols / operating modes/ recommendations relating to the area of competence.</li> <li>• Analyze and structure a pay and staff administration process.</li> <li>• Identify and look for pay errors and their causes and resolve them.</li> <li>• Understand and interpret the legal administrative framework for staff and the MdM rules.</li> <li>• Design and analyze remuneration methods and rules.</li> <li>• Strong networking with NGO and INGO</li> <li>• Problem-solving skills</li> </ul>
References	<ul style="list-style-type: none"> <li>• 2 professional references from previous supervisors</li> <li>• (Name, Position, Organization, Email address and Telephone number)</li> <li>• 1 personal references</li> <li>• (Name, Position, Organization, Email address and Telephone number)</li> </ul>



## MdM SALARY RANGE SOCIAL BENEFITS:

Salary Range : MMK 4,976,047

This position is not eligible for relocation.

It is mandatory to save the CVs in PDF with full name.

Social and other benefits: MdM medical benefits, 13 months bonus, severance payment, public holidays, leave benefits (annual leave, sick leave, maternity leave, paternity leave, family leave, casual leave), seniority payment, Travel and Food allowance, Monthly phone top up allowance.

## APPLICATION PROCESS:

If interested, please submit your cover letter and CV quoting “**HR Coordinator**” as the subject matter to email [recruitment.yangon@medecinsdumonde.net](mailto:recruitment.yangon@medecinsdumonde.net) **By 5pm on 21<sup>st</sup> March 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.*