

VACANCY ANNOUNCEMENT

Job Title	Sr. HR & Admin Manager
Department	HR & Admin
VA No.	HRA/2025/0410/15
Job Level	JL- 5
Contract Duration	December 31 st , 2025
Number of Position	1
Location	Yangon, Myanmar
Travel	20%
Reports to	Country Representative
Reporting to this position	Sr. HR Coordinator, Sr. Administration Coordinator

Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and sustainable development needs. Founded in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

Primary Responsibilities

The Senior HR-Admin Manager is the team member of the Country Management Team, and responsible for leading and managing all aspects of human resources and administrative functions. This role focuses on HR operations, ensuring compliance with labor laws, and enhancing operational efficiency. The Senior HR-Admin Manager will oversee recruitment, employee relations, performance management, office administration, and the development of policies and procedures to support organizational goals.

Regular Responsibilities

Human Resources Management:

- Supervise compensation and benefits administration, including payroll oversight and compliance with labor laws.
- Oversee recruitment process, onboarding and offboarding process following CPI policy and procedure.
- Manage performance evaluation processes and provide guidance on performance improvement plans.
- Ensure legal compliance by monitoring and applying local labor laws and regulations.
- Ensure PSEA and safeguarding policies are strictly applied on the program and regularly revised in compliance with CPI regulations and donors' requirements.

- Prepare contract and TOR for staff and consultants that are compliant with labor law and CPI policies.
- Lead employee engagement activities and wellness programs.
- Regular review of existing policy and revise by collaborating with HQ.
- Implement the learning and development activities.
- Maintain HR records and ensure data confidentiality.

Learning & Development Management

- Make sure staff performance appraisals are implemented according to policies.
- To analyze training needs through Performance Review and development annual training planner.
- To develop a learning & development database for proper recording.
- To develop programs on employee relations and other organizational initiatives to build a strong employee relation.
- Follow up with CPI staff on the annual training plan.
- Work closely with CPI staff, providing them with training (including induction and refresher training), coaching and support on the full range of HR activities in order to ensure that they have a fair and consistent approach to staff management.

Administrative Management

- Oversee the tracking, maintenance, and inventory of organizational assets and inventories, including IT equipment.
- Implement asset management policies and ensure proper documentation and audits.
- Manage administrative support services, including office supplies, utilities, and vendor contracts.
- Ensure office facilities are well-maintained, and health and safety standards are upheld.
- Implement and maintain administrative systems and processes to improve efficiency.
- Supervise administrative staff and ensure the delivery of high-quality support services.
- Oversee vehicle operations, including scheduling, maintenance, and compliance.
- Monitor fuel consumption, ensure cost-effective fleet use, and maintain accurate records.

Leadership and Team Management

- Lead and mentor the HR and admin team, providing coaching and professional development.
- Foster a culture of collaboration, continuous improvement, and accountability.
- Conduct regular team meetings to review objectives, address challenges, and track progress.
- Contribute to the development and execution of the organization's strategic HR and administrative plans.

- Prepare and present regular reports on HR and administrative metrics to senior management.
- Identify areas for process improvement and propose innovative solutions.

Essential Skills

- Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred).
- Minimum of 5 years of experience in HR and administrative management.
- In-depth knowledge of labor laws, HR policies, and administrative procedures.
- Strong leadership and team management abilities.
- Excellent interpersonal, communication, and negotiation skills.
- Ability to manage multiple priorities and deliver results under tight deadlines.
- Proficiency in HRIS, MS Office Suite, and other relevant software.
- Experience in handling audits and compliance checks

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Application link:

["https://docs.google.com/forms/d/e/1FAIpQLSdBhJxTe9MTFQo7_qqslHUa1Aehhz89ssxyV0CNFIMkeFq9tg/viewform?usp=dialog"](https://docs.google.com/forms/d/e/1FAIpQLSdBhJxTe9MTFQo7_qqslHUa1Aehhz89ssxyV0CNFIMkeFq9tg/viewform?usp=dialog)

- The closing date for application is 17:00pm, **(23-April-2025, Wednesday)**, Yangon, Myanmar.
- Please clearly mention the Position, Location and VA Number you are applying for in the email Subject Line.

CPI's Value

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines 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 in accordance with this clause.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

Note to Candidate

- Candidates are required to declare in advance that should there be any relative or family member currently being employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted
- Contract and position are contingent upon successful award of the project and final approval by the donor.