

VACANCY ANNOUNCEMENT (035-YGN/25/Jun/2019)

Pact is an international non-profit, non-religious, non-political and non-governmental organization that is based in Washington D.C, United States. Pact is currently working in 57 countries, implementing more than 100 programs. Pact has been working in Myanmar for nearly two decades, implementing a wide range of development programs which focuses on promoting the lives of the vulnerable community.

Pact in Myanmar is currently seeking a motivated, experienced and dedicated candidate for the position of **Junior HR Officer (HR Administration)**.

Position Title: Junior HR Officer (HR Administration)
Program/Department: HR Unit, Shared Services
Supervisor: Senior HR Officer
Salary: Attractive, with generous staff benefits
Duty Station: Yangon

Position Summary/Purpose:

Junior HR Officer is responsible for supporting the Senior HR Officer to provide better human resource services to all Pact Myanmar offices ensuring timely organization and high-quality human resource administration. S/he will have to ensure consistency and fully compliance of organizational policies and procedures. S/he will be having to be detail oriented and be able to take directions well.

JOB RESPONSIBILITIES, SPECIFIC DUTIES AND TASKS:

HR Administration and Compliance

- Support in quality performance management for Pact staff by their supervisors by following up for confirmation and probation
- Preparing regular census update for insurance; delivery of insurance certificates to all staff and following up on beneficiary nominations
- Maintain and update employee database/employee ID
- Ensure and keep the record for Better Works System
- Maintain and assist in Transfer/Promotion process
- Maintain and assist in resignation process/ asset list checking process
- Monthly staff list report, Resign Summary and others HR reporting as outlined by Pact
- Ensure and to assist associated job confirmation/ probation/ contract extension/ non-renewal & termination
- Prepare PR process for all HR related service hiring and goods deliver
- Maintain and Prepare Capacity development Allowance Record & Register
- Monitor and maintain leave register for Yangon Staff; monitor leave registers submitted from Township Offices
- Checking employee timesheets as per organizational policy for payroll processing
- Maintain appropriate records and employment-related documentation including dispatch to respective offices, and ensure confidentiality

- Ensure all HR activities and processes are in-compliance with existing organizational policy and local labour law
- Maintain and build professional, ethical and productive relationship with other organizations
- Identify requirements for HR system and service delivery improvement
- Adhere to all of Pact's Code of Conduct policies including our Zero Tolerance Policy to Harassment, Sexual Exploitation and Abuse in the workplace. Report any abuses towards staff and beneficiaries to your immediate supervisor or the HR Coordinator if this more appropriate

Others/Occasional Significant Duties

- Undertake other appropriate duties as assigned by supervisor

Expected Results:

- *Support in effective and efficient provision of HR Administration services*
- *Provide necessary support to the HR unit*
- *HR Records are systematically recorded and maintained*

MINIMUM REQUIREMENTS AND QUALIFICATION:

- University degree holder (preferably in a related field) is required
- Experience with UN/INGOs/NGOs in related field preferred
- Must have minimum **three years** working experience in HR field
- Ability to communicate in English
- **Strong data analysing/computerized record keeping**
- Strong organizational skills and ability to prioritize multiple tasks
- Ability to work accurately under time pressure and tight deadlines
- A good team player; highly motivated, with a co-operative spirit
- Knowledge of Microsoft office applications (**especially in Microsoft Excel Application**)
- Willingness to learn or adapt to new idea and procedures

Interested candidates are invited to submit an application letter and curriculum vitae (CV), a recent passport size photograph, contact details and two referees addressed to the following contact by **9th July 2019 (Tuesday) 5:00 PM.**

Assistant Human Resources Manager

Pact in Myanmar

15th floor, crystal tower, kyun taw street,
kamaryut township, yangon, myanmar

Email: myanmarhr@pactworld.org

Tel: 09. 420074221, 01.9339351, 9339352, 933935, (Ext: 72 & 73)

Note:

- 1) Earlier application is encouraged to every interested person.
- 2) Application via email: Please do not enclose copy of other relevant supporting documents (such as educational certificate and testimonials) if the application submitted via email.
- 3) Only short-listed candidates will be notified.