



Equality Myanmar

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Vacancy Announcement: Human Resources Officer

Job Title: Human Resources Officer

Job Type: Full-Time contract

Location: Chiang Mai, Thailand

State Date: 25th August 2025

This position is open only for Myanmar Nationals.

Summary

Equality Myanmar (EQMM) is a local NGO dedicated to promoting the human rights of people from Myanmar through human rights education and advocacy. EQMM was founded as the Human Rights Education Institute of Burma (HREIB) in Thailand in 2000 and was renamed and re-located to working exclusively inside Myanmar in 2013.

Some of what you'll do:

- Managing recruitment/hiring process which include:
 - preparing and posting job openings
 - screening and rating applications
 - coordinating the selecting process and preparing the interview questions
 - organize interview panels and schedule interviews, report summary to interview panel for approval
 - participate all position interview with the panels
 - administering and scoring employment tests
 - ensuring background and reference checks are completed, tracking certificates and report to the interview panel
 - issuing employment contracts
 - organize induction program for new staff, deliver orientations on Human Resources policy and procedures
 - record documents
- Create, maintain, and update employees' records (payroll, personal information, leaves, turnover rates, etc) in both paper and/or Online Archiving Systems.
- Provide support in auditing for HR purposes.
- Coordinate and collaborate with other Departments to review, revise, and develop job descriptions and job specifications
- Prepare monthly payroll sheets in coordination with the finance department
- Ensure compliance with HR-related policies and procedures and Thailand labor laws
- Assisting with performance management procedures, organizing probation, periodic and annual performance reviews with the respective staff's supervisor; Submit the summary report to Executive Director.
- Ensure health, safety, security and well-being of staff. Respond to internal and external HR related inquiries or requests. Assists necessary needs of the employee during the pre-boarding and onboarding of employees, i.e., staying in touch with them, answering their

questions, and so on

- Review and amend the Human Resources Policy and Procedures including a Human Resources information system; Ensure that all staff are aware of policies and procedures and that they are being followed, Monthly update the contact list in the safety & security Policy

Qualifications

Required:

- Must be Myanmar Nationality
- Bachelor's degree holder with Diploma in Human Resources Management or Development
- Minimum 3 years of experience in relevant field
- Must be able to plan, prioritize, and manage their own activities and office workflow even when working under tight deadlines and during stressful periods.
- Ability to work with challenging and conflict-sensitive environments.
- Ability to establish, maintain, and foster cooperative working relations with relevant stakeholders.
- Ability to communicate clearly and concisely both written and oral in English and must have effective communication, mobilization and problem-solving skills.
- Must be willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours.

Desired:

- Strong demonstrated understanding about human rights
- Creative, self-motivated, and a critical thinker
- Respect for diversity and sensitivity to other cultures
- Flexible, willing to learn new skills, able to work under pressure, and a team player

What we are looking for:

- Strong and effective communicator, both written and verbal, with excellent interpersonal skills
- Ability to work independently as well as maintain a positive working relationship with Multi-racial citizens
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

Salary and Benefits

- Competitive local salary commensurate with experience
- Monthly health allowance
- Opportunities to participate in periodic professional development trainings and conferences

How to apply

Interested and qualified candidates should send a cover letter, CV, and relevant supporting documents to the Human Resources Officer at ahc.eqmm@protonmail.com no later than 5 pm, Thailand time, on 3rd August 2025.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. The information you provide will be used for deciding who'll be selected for the next step in our process. Successful candidates will need to be willing to provide two names and contact information for professional references before an official offer can be made.

Only shortlisted candidates will be contacted for interview.